

ROBERT SMITH

Senior Purchasing Agent/Analyst

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SUMMARY

Ensure cost competitiveness for the Concrete Products business with a focus on maximizing Company-wide procurement leverage, increasing P2P processing efficiency and delivering the lowest Total Cost of Ownership (TCO).

SKILLS

Quickbooks, Intuit, SAP, Hagan, Medical Manager.

WORK EXPERIENCE

Senior Purchasing Agent/Analyst

ABC Corporation - November 2001 – June 2007

- Negotiated and contracted with hospitals, out-patient clinics and physician groups for medical services and procedures.
- Performed cost analyses, including vendor cost comparison, acquisition and cash flow analyses.
- Initiated, developed and maintained relationships with suppliers on a site/region/national basis.
- Developed reviews and executed various vendor procurement contracts.
- Negotiated payment terms and coordinated billing methods according to company policies.
- Consulted with site, regional and corporate personnel on current and future purchasing specifications, needs and suppliers.
- Responsible for bidding of contracts, negotiating favorable terms and establishing sound interactions between internal and external customers.

Senior Purchasing Agent

Delta Corporation - 1996 – 2001

- Purchase all parts needed for the manufacturing of custom switches Responsible for the entire department.
- Suggested new purchasing procedures that saved the company money Order materials and services needed for the company Review and evaluate quotes from .
- Procured and purchased electronic board-level components globally to broker deals and generate profits in excess of [] annually.
- Prepared customer quotations, processed sales orders, provided consultations to Original Equipment Manufacturers (OEMs), Contract Manufacturers & ; .
- Quoted on customers Bills of Materials to increase revenues by 300%.
- Established scheduled, repetitive business by successfully securing blanket orders for scheduled product delivery.
- Purchasing, Supply Chain Management, Inventory Control I designed systems to better control purchasing, planning, and inventory control in a company .

SCHOLASTICS

- Business Administration studies - (Southeast Missouri State University - Cape Girardeau, MO)