

# EMMA JOHNSON

## Lead Sourcing Analyst

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Strategic Lead Sourcing Analyst with 10 years of expertise in procurement and supplier management. Demonstrates a strong capability in data-driven sourcing strategies, cost optimization, and supplier relationship management. Committed to enhancing operational efficiency and supporting organizational success through innovative procurement solutions.

### WORK EXPERIENCE

#### Lead Sourcing Analyst

📅 Feb / 2018-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Oversees all sourcing activities related to the acquisition of materials and services, focusing on optimizing procurement processes to meet operational needs.
2. Ensures compliance with procurement policies, ethical standards, and cost-effective purchasing decisions.
3. Acts as the primary liaison for business units, addressing sourcing requirements and facilitating effective communication.
4. Leads strategic planning, bidding, contract execution, and supplier management for assigned categories.
5. Collaborates with cross-functional teams, including Legal and Risk Management, to coordinate sourcing initiatives.
6. Builds and analyzes financial models to evaluate proposals and present actionable recommendations.
7. Structures contracts to align pricing, performance metrics, and remedies for breach of contract.

#### Sourcing Analyst

📅 Feb / 2015-Feb / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. Resolved invoice discrepancies through detailed research, achieving top performance metrics in resolution rates.
2. Collaborated with staff and suppliers to address invoice mismatches with Purchase Orders, ensuring timely corrections.
3. Delivered vendor sourcing recommendations through 40+ RFPs, resulting in significant savings across facilities.
4. Developed a quantitative scorecard to identify underperforming vendors, driving a 25% improvement in KPIs.
5. Established a nationwide vendor network for high-spend categories, leveraging historical performance data for strategic decisions.
6. Conducted comprehensive market analyses to inform sourcing strategies and enhance supplier negotiations.

### EDUCATION

#### Bachelor of Science in Business Administration

📅 Feb / 2012-Feb / 2015

University of Michigan

📍 Denver, CO

Focused on procurement and supply chain management.

### SKILLS

Attention To Detail

Collaboration

Decision Making

Erp Systems Knowledge

### ACHIEVEMENTS

- ★ Achieved a 15% cost reduction through strategic supplier negotiations.
- ★ Implemented a supplier performance scorecard, boosting KPI compliance by 30%.
- ★ Led cross-functional teams to streamline sourcing processes, enhancing efficiency by 20%.