

ROBERT SMITH

Strategic Sourcing Specialist I

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Highly motivated, self-starting Procurement Manager with excellent strategic sourcing, negotiating and buying expertise. Cultivated 2.5 years of expertise in procurement, planning, analysis, and strategic sourcing; along with 5 years extensive knowledge of marketing, with emphasis in creative marketing, design, and development.

EXPERIENCE

Strategic Sourcing Specialist I

ABC Corporation - SEPTEMBER 2013 - JUNE 2015

- Responsible for the customized sourcing of talent for the number one globally ranked executive recruiting firm.
- Executed search and technical recruiting for various highly recognizable clients.
- Skilled in creating and implementing sourcing strategies that are effective and efficient, optimizing existing tools, and using them in an innovative manner.
- Knowledge of online recruiting media.
- Managed relationships between CFR and candidates throughout the entire recruiting cycle until onboarding.
- Assisted SMC team on inbound and outbound candidate processes.
- Communicated effectiveness of web layouts and information via highly complex online tools and portal.

Strategic Sourcing Specialist

Delta Corporation - 2008 - 2013

- Partnered with account executives and recruiters to drive a consistent recruitment process and quality hiring decisions for client organizations .
- Analyzed client needs and developed a pool of qualified candidates by reviewing resumes and defining candidates core competencies.
- Presented potential candidates to account representatives and recruiters, submitted candidate resumes through vendor management websites and .
- Consistently achieved monthly placement goals through a dedicated approach and the ability to select appropriate talent for targeted engagements.
- Tulsa, OK- Execute and Manage Contracts with Vendors Strategic Sourcing Negotiate pricing and service rates to trim costs Create and process .
- Source & Procure materials for Hi-Tech client in the Hillsboro area.
- Daily processing of SRs, PRs, RFQ/ RFPs Provide all Procurement,

Sourcing & Systems training for purchasing & accounting staff across multiple .

EDUCATION

- Liberal Arts in Sociology - (Indiana University - Columbus, IN)

SKILLS

Excel, Outlook, Word, Purchasing, Procurement, Maximo, Powerpoint.