

Robert Smith

Assistant Strategic Sourcing Specialist I

CONTACT DETAILS

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PERSONAL STATEMENT

Meticulous, results-oriented Bid Coordinator/Analyst with significant experience in management and sales areas. Excellent written and verbal communication skills as well as strong time management, multi-tasking and organizing abilities. Proven track record in fast-paced, deadline-oriented environments.

SKILLS

Process Improvement,
Procurement, Supply
Chain Management,
Project Coordination.

WORK EXPERIENCE

Assistant Strategic Sourcing Specialist I

ABC Corporation - November 2000 - November 2015

Responsibilities:

- Interacted with Management & Directors initiating paths forward.
- Worked across multiple countries and businesses; worked horizontally and vertically.
- Coordinated global and regional experts to deliver strategies.
- Communicated effectiveness of web layouts and information via highly complex online tools and portal.
- Reviewed and processed requisitions into purchase orders; communicate with care centers and functional groups on supplier selection, supplier processes .
- Implemented the sourcing strategy for each search, and source candidates for job searches from networks, approved websites, direct sources, internal.
- Established strong relationships with both external suppliers and internal WB clients - Benchmarked Production and Post Production Services including Production - Equipment purchases/rentals, camera rentals, set/stage rentals, location services, caterers/craft services, security services.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Strategic Sourcing Specialist

Delta Corporation - 1998 - 2000

Responsibilities:

- Develop a comprehensive database of qualified internal and external suppliers that have the ability to provide products and / or services that meet .
- Support a collaborative, cooperative, cross functional supply chain organization - Perform other work related tasks as assigned - Comply with all NOV .
- Essential Duties and Responsibilities Sourcing, negotiating, and purchasing, raw materials, products, equipment, and supplies in support of .
- Researched, recommended, and developed suitable suppliers for raw materials, custom products, outside processing & repair services.
- Negotiated terms with suppliers for optimal combination of quality, pricing, and service levels to meet operational and new product development goals.
- Evaluated the need for and initiated supply agreements as appropriate

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

with critical assessing near-term and long term plans to establish that .

- Responsible for purchasing IT equipment for worldwide credit card transaction network Managed vendor list for cost reductions and performance .

Education

Associate of Arts - (University of Phoenix)