

# ROBERT SMITH

## Vendor Specialist

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Highly qualified Vendor Specialist with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

## EXPERIENCE

### Vendor Specialist

#### ABC Corporation - MAY 2006 - SEPTEMBER 2008

- Collaborated with executives and operational business teams to ensure corporate-wide services.
- Served as a key business partner, to ensure exceptional internal and external client services by providing expert support in identifying solutions for Human Resources, Procurement, Legal, Engineering, IT, Executive Management, and Compliance teams.
- Managed high-volume national accounts services.
- Facilitated meetings to identify key strategies for diverse programs.
- Managed and negotiated procurement and commercial contracts that focused on supplier relations, key negotiations to procure goods and services; and, reduce cost.
- Responsible for evaluating and preparing RFPs, RFQs, and RFI to ensure compliance and budget.
- Worked with the executive leadership team to track organizational branding discrepancies.

### Vendor Specialist

#### Delta Corporation - 2003 - 2006

- American Rag Specialist in the Juniors Department, maintained visual standards, maintained floor, and exceeded selling goals  
Communicated with the vendor .
- Established and was able to maintain clientele book through Bloomingdales loyalty program.
- Exceeded weekly and monthly personal sales goals by executing proper product knowledge.
- Maintained monthly recap of sale through and stock levels with the vendor.
- Partnered with designated stock associates to maintain all placement of samples and stock issues.
- Manages process from purchase order to receipt for all assigned vendors - Responsible for managing vendor performance and compliance in the product.
- Responsible for facilitating procurement, negotiation, and vendor management processes for the acquisition of hardware and software

applications.

## **EDUCATION**

- Bachelors Degree

## **SKILLS**

Microsoft Office, Salesforce, Management Skills.