BELINDA DUPONT

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EFFECTIVE PROJECT MANAGEMENT BACKGROUND & STRONG BUSINESS ACUMEN

# PROFESSIONAL PROFILE

Accomplished, dynamic and results-oriented **project management and business professional** with a **proven track record of achievement**. Key areas of strength include **maximizing operational excellence** for a range of complex needs, leading **effective procurement and contract negotiations** as well as **building solid teams**. Currently looking to transition prior experience and proficiencies into a challenging **Senior Procurement** role**.** Willing to relocate.

**GENERAL CORE COMPETENCIES:**

Accounting • Purchasing & Procurement • Budgeting, Cost-Control & Debt Management • Contract Negotiations • Forecasting • Project & Operations Management • Strategic Planning & Execution • Client Relationship Cultivation • Cost- Savings Initiatives • Financial Analyses & Reporting • Executive & Cross-Functional Collaboration • Risk Management • Vendor Liaison • Mentoring & Motivating Talent • Strong Communication & Presentation Skills

**Industry Experience:** Cruising • Financial Services • Non-Profit Organizations • Real Estate

# PROFESSIONAL EXPERIENCE

*SPRING FINANCE, LLC*–Miami, FL

2000–Present

*Promoted to higher levels of responsibility and financial/management oversight; directed major financial initiatives,*

*reviewed financial reports, and created comprehensive budgets. Oversaw daily operations and organizational growth.*

**ADMINISTRATOR**

**PROJECT MANAGER & ADMINISTRATOR TREASURER**

2009–Present

2007–2011

2000–Present

***SELECTED MAJOR ACCOMPLISHMENTS***

* Created and proposed overhauled budget after identifying major cost-savings and expense reduction opportunities.
  + Directly resulted in **saving organization 15% of original $1M budget;** continuously review and monitor expenses.
* **Reduced overtime and unnecessary program expenditures** via staff development and performance reviews.
  + Recruit and hired staff as well as vendors; strive to build strongest and most effective teams.
* Implemented new–and streamlined existing–programs; raised awareness of new initiatives. **Increased revenue 10%**.
* **Oversaw major renovation project with budget of $4.1M; saved organization $900K** by negotiating down requisitions, purchases & change orders. **Sourced materials and negotiated prices** on behalf of owners.
* Developed key relationships with executive team, including Board of Directors, Governing Body, and Members at Large.

*CELEBRITY CRUISES, LTD*.–Miami, FL

1995–2001

*Worked in a series of accounting, purchasing/strategic sourcing, and project management roles for a leading company in*

*the cruising sector. Recognized often for strong work product and ability to take on higher-level responsibilities.*

**CHEMICAL PROJECT ADMINISTRATOR** • *SAFETY & ENVIRONMENT DEPT. (S&E)*

**ELECTRONIC DATA INTERCHANGE ADMINISTRATOR (EDI)** • *PURCHASING & STRATEGIC SOURCING DEPT.* **ELECTRONIC DATA INTERCHANGE COORDINATOR (EDI)** • *PURCHASING & STRATEGIC SOURCING DEPT.* **PROVISION & PURCHASING AGENT** • *HOTEL AND F&B DEPT.*

**ACCOUNTS PAYABLE** • *ACCOUNTING DEPT.*

2001

2000–2001

1999–2000

1997–1999

1995–1996

***SELECTED MAJOR ACCOMPLISHMENTS***

* Developed MSDS (Material Safety Data Sheets) management system; **decreased number of non-approved chemicals**.
* **Reviewed hazardous waste taxes and regulatory fees**; established electronic submission of invoices, timely review/approval of requests, and process for disputing discrepancies. **Reduced interest charges, fines, and penalties**.
* Significantly decreased non-moving inventory via **creation of strategic incentive program** to sell merchandise