

Project Manager/ IT Purchasing Project Manager/IT Purchasing Project Manager/ IT Purchasing - HumanGood Livermore, CA Experienced Project coordinator and purchasing professional with leadership and planning abilities. Excellent verbal and written communication skills paired with an organized nature and advanced problem-solving strengths. Looking for a purchasing, project coordinator or administrative job where my skills will be utilized to their fullest. Work Experience Project Manager/ IT Purchasing HumanGood - Pleasanton, CA July 2015 to Present Maintained tactical control of project budgets and time lines to keep teams on-task and achieve schedule targets Delivered a 13 Site Wi-Fi Project coming to a successful end on-time and under budget Identified plans and resources required to meet project goals and objectives by setting realistic timeline's and checkpoints Adjusted project plans to account for dynamic targets, staffing changes and operational specifications Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions on purchase orders Created detailed expense reports and requests for capital expenditures Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions Established key issues in need of resolution and project performance metrics to set planning objectives Provided logistical support for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance. Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels. IT Purchasing Specialist American Baptist Homes of the West - Pleasanton, CA November 2007 to July 2015 Of The West/Human Good Set up, maintained and trained employees on web-based purchasing system. (Coupa) Responsible for RFQ process and awarded business based on best purchasing practices and company policy Contract negotiations Management of telephone land lines Management of mobile devices for 1,200 team members Purchased mobile devices, software, computer equipment, servers, access points, service contracts and other IT related items Add/move/changes to ShoreTel telecom server Licensed Residential Appraiser Self Employed - Livermore, CA May 2003 to February 2013 Performed appraisals in line

with federal requirements and USPAP guidelines Took photographs of interior and exterior of buildings to properly document features and conditions Remained current on local areas through actively researching and garnering understanding of community values Completed appraisals on single family and 1-4 unit properties, supporting property transactions or for legal purposes Researched land, property and market values to complete estimations Stayed updated on market trends for local area and similar property types Gathered information on nearby properties to compare and help make value determinations on properties Materials Manager/Production Control/Buyer Hexcel Corporation - Livermore, CA October 1985 to May 2003 Planned and purchased raw chemicals and packaging for an 80M plant Provided production lead time on made to order request Created and maintained yearly department budget Managed a staff of 2 exempt employees, 3 non-exempt employees and 8 hourly employees Responsible for maintaining and reporting on-time shipments MRPII upgrade implementation Export documentation Identified and targeted critical procurement issues, saving over \$100,000 in a year on packing materials. Responsible for lean promotion, 5's implementation and sustaining team work with all team members Education Bachelor of Science in Business Administration in Business Administration University of Phoenix - Tempe, AZ Skills Budget, Procurement, Re-engineering, Business process re-engineering, Invoice, Outlook, Scheduling, Word, Customer Service Certifications/Licenses Driver's License Additional Information SKILLS Procurement Budget administration Negotiations Contract review and recommendations Interdepartmental coordination Smartsheet (PM tool) Timeline management Business process re-engineering Project management Customer and client relations Research skills Documentation and reporting Invoice processing

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