March 16 2018

Grant MacEwan University  
Human Resources Department

City Centre Campus

10-600, 10700 - 104 Avenue

Edmonton, Alberta, T5J 4S2

*Re: Competition No. 18.02.31 - Procurement Contract Coordinator Expense Procurement and Contract Services (EPACS)*

Dear Hiring Team,

Please find attached a short newsletter to help introduce myself, along with my resume detailing my procurement experience and skills.

Thank you so much for your consideration.

Donna Neault

**Donna Neault**  
214, 50072 RR205  
Camrose County, Alberta

T0B-2M1  
Phone: 780-226-9810

E-mail: [donna.neault@gmail.com](mailto:donna.neault@gmail.com)  
  
**SKILLS PROFILE**

* Ability to work under pressure, prioritize the workload, proficient in problem solving
* Capable of working independently or co-operatively in team environment
* Excellent written and verbal communication skills
* Ability to meet deadlines, strong work ethic with excellent time management
* Detail-oriented, observation abilities and active listener

**EMPLOYMENT HISTORY**

**Procurement / Inside Sales  
Yardstick Technologies Inc.                                                   Nov 2010 - Feb 2018**  
*Edmonton, Alberta*

* Designed solutions based on the technology needs for managed service customers, outside sales and project teams.
* Maintain direct relationships with decision makers, contributed to their purchasing needs and provide recommendations.
* Managed all sales opportunities for team of five. Responsible for scheduling follow up tasks for further development and closure.
* Coordinated with project manager and produced procurement reports to establish goods and service requirements.
* Responsible for composing RFx documents and procurement fulfillment within the organization.
* Acquired pricing for goods and services from vendors and updated pricing sheets for tender. Ensured orders adhered to supplier agreements and contracts.
* Tracks order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to internal customers.
* Inventory management and appropriate organization of products within purchasing application.
* Maintained an awareness of up and coming technologies.

**Inside Sales**

**Grand and Toy                                                    May 2008 - Oct 2010**  
*Edmonton, Alberta*

* Assisted account managers with technology sales, prepared quotations, completed order submissions, developed context for proposal and tender requirements.
* Identified new technology opportunities and worked with teams across the organization to exceed sales targets.
* Prioritized daily workflows including all inbound calls and e-mail requests pertaining to sales related inquiries.
* Customer follow ups on out standing quotes, obtained approval to fulfill orders and completion of the sale cycle.
* Experience in special bid pricing through major distribution channels.
* Collaborated with technology advisors to streamline new policies and procedures.

**I.T. Support Technician**

**Dell Canada                                                    Jan 2005 - April 2008**

*Edmonton, Alberta*

* Utilized expert troubleshooting techniques to assess products that are defective and followed company’s guidelines in issuing service calls and updates to client’s account information.
* Excellent telephone etiquette, handled irate customer escalations confidently while delivering a positive customer experience.
* Solved issues consistently and completely with minimum supervision.
* Facilitated new hire training classes and assisted
* Temporary Buyer for Dell Canada.

**EDUCATION**

**A + Certification                                                   Jan 2008 - April 2008**

*Comptia A + Essentials and Remote IT 2006*

*Edmonton, Alberta*

**CDI College of Business and Technology Mar 2001 - Feb 2002**

*Network and Internet Support Specialist Diploma*

*Edmonton, AB*

**Side Note: I have a pdf of the news letter which includes a photo of myself.**

August 2015 Newsletter

http://us11.campaign-archive2.com/?u=460601fd40e4bec800387f414&id=054551a9f4&e=7b187bce08[11/6/2015 9:54:52 AM]

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**Employee Spotlight**

**7 things to know about Donna**

1. What makes you smile? Surprise

me with a Tim Horton’s coffee in the

morning.

2.What color is your toothbrush?

Turquoise. It must have something to

do with my personality.

3. Mountains or ocean? Ocean,

because I love California.

4. Beatles or Beach Boys? Beatles,

because they’re my dad’s favorite

band.

5. Travel by Train, Plane or

Automobile? Plane, because I can be

in California in 3 hours.

6. Potato chips or chocolate bar? Chocolate. Milk chocolate.

7. Star Wars, Star Trek or Shrek? Shrek, because I’m not a nerd, and I love Donkey.

**Donna Neault**

**the woman behind every purchase**

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August 2015 Newsletter

http://us11.campaign-archive2.com/?u=460601fd40e4bec800387f414&id=054551a9f4&e=7b187bce08[11/6/2015 9:54:52 AM]

Donna is the Design Desk guru. No matter what equipment or software our clients

require, all quoting and purchasing go through Donna. Two-time winner of our

internal excellence contest – the Extra Yard, Donna is regarded, by all of us, as a

miracle worker. Donna has been with Yardstick since 2010 and, ever since, she has

devoted her heart and soul to the Design Desk – not only to have us operate

smoothly, but to strive for excellence, as it is one of our values. Donna truly cares

about Yardstick’s clients and works hard to meet their deadlines – hopefully you

have had the opportunity to see this for yourself.

Remember that keyboard you needed replaced in a day? Or that new employee that

needed a laptop as quickly as possible? Stories like these are what we often hear

from you, our clients. Donna tells us that her position in the company and the ability

to work independently reassure her that Yardstick is the perfect place for her… and

the celebratory perks Yardstick offers are not too bad either.