**ERIC STERN, C.P.P.**

374 Chestnut Avenue • East Meadow, NY 11554

Phone: (516) 510-7994 • Email: [ericstern31@gmail.com](mailto:ericstern31@gmail.com)

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# *Purchasing / Buyer / Procurement*

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A dedicated individual offering superior organization, analytical and planning skills. Well disciplined, with the ability to coordinate multi-faceted projects and manage completion in a timely manner. Develops relationships based on trust and respect, encouraging on-going relationships. Extremely thorough; offers the highest level of client service and satisfaction. A creative problem solver with the tenacity to follow through on all projects and the flexibility to adapt to changing situations and requirements. Experienced in negotiating contracts, rebates, and pricing. American Purchasing Society (APS) Certified Purchasing Professional. Proficient with MS Office, SAP, Sage MAS 90, AS400.

**PROFESSIONAL EXPERIENCE**

2010 - Present **Network Purchasing,** Deutsche Telekom Inc.– New York, NY

* Review for compliance with company purchase guidelines and approve purchase requisitions submitted by various departments using T-Gloss (DT propriety software)
* Execute Orders using SAP software
* Facilitate product and service requisitions by assigning tracking identification
* Create bi-weekly ‘Highlight Reports’ on current projects for submission and review to Global Operations
* Create, submit, & reconcile monthly reports for service renewals to department heads
* Interface with accounts payable and vendors to reconcile disputes and credits.

2009 - 2010 **Buyer, Global Procurement,** CA Inc.(formerly Computer Associates) – Islandia, NY

* Proficiently use SAP to purchase goods and services for CA worldwide
* Review requisitions/shopping carts and evaluate supplier quotes, contracts and services to determine most desirable suppliers that suit requests and issue PO's.
* Consult with internal business unit personnel in the supplier performance management process.
* Manage supplier performance metrics, improvement plans, and supplier scorecards in support of supplier relationships

2006-2008 **Purchasing Agent,** OXFORD AIRPORT TECHNICAL SERVICES – Elmont, NY

* Purchased a wide array of airline related hardware, software, and services
* Responsible for purchasing for all 30 office stations around the United States
* Utilize and proficient in SAP and Sage MAS 90
* Negotiate with vendors pricing, terms and conditions, and delivery of products
* Evaluate prospective vendors and new products for potential purchase.

2005-2006 **Purchasing Agent**, LINCOLN COMPUTER SERVICES- Hicksville, NY

* Purchased computer hardware, software, & accessories for clients by phone, email, and fax.
* Ensured minimum inventory levels for several products in central warehouse.
* Presented weekly updates to directors summarizing open orders’ status.
* Notify and keep service engineers apprised of equipment shipment and delivery for installation.

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2005 **Purchasing Agent,** PAM-AIR CONDITIONING-Long Beach, NY

• Responsible for maintaining equipment and parts inventory that are periodically used.

• Ensure all projects are appropriately supplied prior to and during completion.

2002-2005**Purchasing Agent**, SID HARVEY, INC. – Garden City, NY

* + - Purchasing agent for major equipment lines distributed within nation-wide network of 70 stores.
    - Responsible for the purchase of $12 million in products annually.
    - Ensure proper inventory levels in central distribution warehouse and retail stores.
    - Requires daily communication and correspondence with vendors and branches.
    - Daily maintenance and cross-reference of logs for backorders, store orders, and invoice pricing.
    - Experienced with AS400.

**EDUCATION**

2000-2001 **KATHERINE GIBBS SCHOOL** – Melville, NY

Associate Degree in Business Administration - Marketing Concentration

HONORS Dean’s List: January - March 2000, April - June 2001

***References available upon request***