Thank you for taking the time to consider my resume.

I am currently in an IT/ Education Procurement role, and I am looking for a new, long term opportunity where my career can progress.

In my current position, my main roles are Purchasing/ Procurement, Forecasting, Sales and Quoting and Account Management, I also look over a small sales team.

I am the main contact for all Vendors, Product Managers, Suppliers, and End users. I take care of Bid negotiations with Suppliers and Vendors, as well as organise logistics.  
Currently, it is peak Education buying season, and I am in control of over $3.5 Million worth of Lenovo stock.

My previous role was 2IC of a National Sales team at Synnex, an IT distribution company, where I over looked a team of 12, was a Key Account Manager and also assisted with the company's Australia wide Account creation and Administration work. I also worked closely with the National Product Manager, where I focused on Getac.

I have great communication skills and build great relationships with all Customers, Staff, and Vendors.

I enjoy working hard, and being challenged in my role. I am a quick learner, with a great eye for detail, and love to learn new things.

I do believe that my current, and previous roles, have given me some valuable tools and experience, to help me step into a new role.

I would love to be given an opportunity to prove myself, and my abilities, as I know I would not disappoint.

I look forward to hearing from you.

Melinda Sharkey