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| |  | | --- | | **Kerry Parris** | | | | |
| A versatile procurement professional  As a performance-driven professional I can function effectively independently, as well as in a team setting, to execute tasks and meet business and finance objectives. I am also not afraid to use my initiative to develop cost-effective and easily implemented solutions to corporate procurement challenges. | |
| Proven expertise in managing regional procurement logistics  I have supervised and coordinated the procurement process for regional offices located in Belize, Jamaica & Suriname. | |
| Creative & solutions oriented trouble-shooter  As a quality-driven individual, the ability to understand the organisations with which I work, from both a technical and finance perspective, allows me to tailor solutions which satisfy the organisation’s needs while improving efficiency and working relationships with clients and other stakeholders. | |
| Peak-performer in a variety of industries  Positions in the tourism and hospitality sector, manufacturing, telecommunications, the public service and an international non-profit have prepared me to manage procurement challenges in any sector. | |
| Committed to excellence  I am committed to giving my best at all times. To ensure my body of experience remains relevant, and in line with international best practice, I am continually enhancing my skills and qualifications. | |
| **Education, skills & qualifications** | |

Skills

Writing, editing and developing procurement management processes

Public speaking & developing persuasive presentations

Grants management

Supply chain management

Resourceful business communication

Managing the procurement & contract process in projects

Effective Supervision of Teams and Management of Procurement Projects

Education

**PSI UNIVERSITY**

Foundations of Management

Effective Business Communication

Supply Chain Management

2013 (online certification programme)

**ARTHUR LOK JACK GRADUATE SCHOOL OF BUSINESS**

Managing Procurement & Contract Process in Projects

Certificate

2013

**THE UNIVERSITY OF THE WEST INDIES (Open Campus)**

Public Speaking & Presentations

Certificate

2009

**THE UNIVERSITY OF THE WEST INDIES**

Management Studies with a minor in Psychology

Bachelor of Science, Second Class Honours

2007

**THE UNIVERSITY OF THE WEST INDIES (School of Continuing Studies)**

Supply Chain Management

Certificate

1999

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| **Career** |  |

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| Year  12 - 16 | Position  Procurement & Contract Officer  Supervised 5 staff in regional offices and managed local and Caribbean procurement and contract  s | **Company**  **Population Services International Caribbean**  Affiliate of global non-profit organization Population Services International which manages a sexual and reproductive health social marketing program in 12 Caribbean countries | Achievements  Developed a Change Request Form to account for variations that arise while procurement is in process.  Revamped the organisation’s purchase order requisitions and modernized its procurement manual to reflect changes and amendments in procurement policies  Supervised and coordinated procurement for regional offices located in Belize, Jamaica and Suriname as well as conducted quarterly training sessions for staff on procurement policies and procedures |
| 10 - 12 | Marketing Assistant  Coordinated orders for a 8 member sales team | **National Flour Mills**  Trinidad and Tobago’s leading flour and feed milling company | Revamped sales order books resulting in the significant reduction of recording errors during the order process.  Liaised with Credit Control to ensure client accounts were up to date and assisted in investigating and resolving customer complaints.  Entered orders onto CSB system and coordinated with Warehouse and Delivery department for efficient and timely dispatch of goods. |
| 08 - 09 | **Blink Broad Band Field Sales Representative** Reporting to Blink Broad Band Manager | **Telecommunications Services of Trinidad & Tobago**  TSTT is Trinidad and Tobago’s largest provider of communications solutions to residential and commercial markets. Its products are marketed under the BLINK and Bmobile brands. | Signed up 4-8 new customers daily for the blink broad band and blink on the go service.  Entered applications on the Blink Broad Band System  Followed up with Back Office to ensure customer’s application were processed in a timely manner.  Informed customers of any impending delays with their installation. |
| 98 - 04 | Purchasing Assistant | **CrewsInn Hotel & Yachting Centre**  CrewsInn is a destination with all the amenities, including a hotel, marina, restaurant, coffee shop, conference centre and on-site shopping | Developed a purchasing log to record, track and provide real-time updates/reports to end users on all company procurement.  Evaluated quotations based on cost, quality and delivery time and worked with vendors to ensure timely supply of goods and services.  Sourced all goods/materials for the hotel; restaurant; boat yard; marina and administrative departments, assisting in price negotiation and terms of payment. |