

BRAIN DOOLEY

79285 TOBY WELL, PHOENIX, AZ

PHONE

+1 (555) 384 1707

EXPERIENCE

WILL, ADAMS AND FADEL

09/2020 - present

Los Angeles, CA // Vendor Administrator

- Skilled in business process management, including documentation, analysis and process improvement
- Demonstrated knowledge of financial concepts
- Lead low and medium complexity sourcing transactions based on assessment of business needs
- Manage the process of competitive bidding through the RFX process and support supplier analysis, pricing models, and partnership opportunities
- Drive engagements through defined sourcing processes, resolve issues and involve stakeholders as needed

SATTERFIELD-DICKINSON

08/2015 - 03/2020

Los Angeles, CA // Vendor Administrator

- Create and maintain vendor operations dashboard to analyze statistics and deliver outcomes
- Participate in strategic vendor related initiatives
- Oversee vendor invoicing and contract review and approvals
- Support adherence to procurement policies and procedures
- Participates in special projects and perform other duties as assigned
- Vendor Programs
- Rebate Program
- Experience in accounting or procurement preferred, with a successful track record in problem-solving

EDUCATION

PARSONS THE NEW SCHOOL FOR DESIGN

Bachelor's in Business

SKILLS

- Knowledge of standard vendor management ensure a high level of service is provided to both internal and external customers
- Skilled in work schedule in order to meet customer needs
- Familiarity with aviation vendor invoice processing and regulatory requirements (i.e
- Proficient in analyzing invoice data to provide advice and make recommendations based on results
- Efficient in operating personal computer and business software