

## EXECUTIVE SUMMARY:

Savvy, results oriented procurement professional with extensive experience, and proven success in internal and external negotiations. Facilitated the best possible prices, quality, service and lead times. Displays exceptional interpersonal skills with a very strong work ethic and the ability to tackle and master projects and responsibilities. Provided training to materials personnel to keep up-to-date records, manage ERP and vendors for quality, lead times and prices while working in a union and non-union environment. Developed and implemented a professional atmosphere that would ultimately open better communications and relationships with vendors/suppliers through site visits. Commodity focus included machine tools, Machine shops, metal structures, electro-mechanical components/sub systems, sheet metal, castings,

## EXPERIENCE:

Part and Temporary positions	Retail Sales	2008 to Present
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<b>Applied Analytics Inc.</b> <i>Purchasing Manager / Shipping Manager</i>	Industrial Controls <i>Temp Contractor</i>	Concord, MA 2010 to 2010
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- ♦ Sourced vendors for outside manufacturing of cable and electronics assemblies sheet metal and machining to reduce cost and quality of incoming materials.
- ♦ Negotiated annually contracts with suppliers, vendors, and internal; management to attain the lowest possible price including site audits.
- ♦ Procured material for electro-mechanical Assemblies, electronics, sheet metal and machining enclosures.
- ♦ Negotiated cost savings of 25% to 40% in freight while consolidating shipments.

<b>Communications Test Design, Inc.</b> <i>Procurement Supervisor/Sr. Buyer</i>	Telecommunications <i>Temp to Perm</i>	Westborough, MA 2000 to 2008
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- ♦ Trained and managed other purchasing professionals to perform their functions with skill and technique.
- ♦ Prepared and analyzed bid evaluations for services.
- ♦ Negotiated, renegotiated, and administered contracts with suppliers, vendors, and internal; management/departments to attain the lowest possible price including site visits.
- ♦ Planned supported and procured material for electro-mechanical materials, steel structures and enclosures.
- ♦ Negotiated cost savings of 25% to 40% in freight while consolidating shipments.

**Thermal Jarrell Ash**  
*Purchasing Agent*

**Trace Analyzers**  
*Temp to Perm*

**Franklin, MA**  
1999 to 2000

- ◇ Interviewed vendors and visited suppliers' plants and distribution centers to examine and learn about products, services and prices.
- ◇ Attended meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- ◇ Outsourced machine parts, sheet metal and castings local and abroad.
- ◇ Evaluated and negotiated supplier delivery, lead times and product specifications.

**Delta Design**  
*Electro/Mechanical Buyer*

**Semiconductors**  
*Temp to Perm*

**Littleton, MA**  
1997 to 1999

- ◇ Implemented two bread man, KanBan programs for cost savings.
- ◇ Purchased the highest quality merchandise at the lowest possible cost. (electronic components/semi-conductor devices, electro-mechanical material, MRO)
- ◇ Monitored material changes affecting supply and demand, tracked market conditions, price trends, and futures markets.
- ◇ Updated MRP system

**Electronic Space Systems**  
*Senior Buyer*

**Radomes & Antennas**

**Ayer, MA**  
1996 to 1997

- ◇ Interviewed vendors and visited suppliers' plants and distribution centers to examine and learn about products, services and prices.
- ◇ Purchased the highest quality merchandise at the lowest possible price with quantities that would reflect least amount of inventory turns.
- ◇ Machined parts, machine shops, specialized coatings.

**Prolerized NE Company**  
*Purchasing Agent*

**Steel Recycling**

**Everett, MA**  
1985 to 1995

- ◇ Negotiated and secured guaranteed fixed pricing for futures in diesel fuel.
- ◇ Managed all maintenance contracts and procured heavy industrial commodities for equipment and buildings i.e. valves, gauges, electro-mechanical parts.

**EDUCATION:**

**Becker College**  
*Business Management*  
**U Mass**

**Worcester, MA**  
**Boston, MA**

**ADDITIONAL TRAINING:**

- ◇ Oracle, SAP, Man Man X and MRP.
- ◇ Internet Explorer, MS Word/Excel, QuickBooks and Power Point.
- ◇ Blue Print Reading, ISO 9000, FAR clauses.
- ◇ International Purchasing-Low Cost Centers  
Vendor Management

**LICENSE:**

- ◇ CPP Certified Purchasing Professional 2/2008
- ◇ CPPM Certified Professional Purchasing Manager 1/2009
- ◇ CISCIM Certified International Supply Chain Manager 2/2009
- ◇ Member of the American Purchasing Society 2007 to Present