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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | * Top of Form  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | ***Steven Santora, CPP, CPPM, CISCM***  63 Pointe Rok Drive ⋄ Worcester, Ma. 01604  Home (508)797-3916 ⋄ Mobile (508)868-7831  stevensantora@live.com    **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  Retail Sales Jos. A Bank 10/5/09 T0 1/25/10 and 10/01/11 to 2/05/12      **Applied Analytics Inc.** Industrial Controls Concord, MA Contract  *Purchasing Manager / Shipping Manager Temp Contractor* 1/27/10 to 5/7/2010    ⋄ 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.          **Communications Test Design, Inc.** Telecommunications Westborough, MA  Procurement Supervisor/Sr. Buyer Temp to Perm 1/05/ 2000 to 9/27/2008    ⋄ 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 Trace Analyzers** **Franklin, MA**  *Purchasing Agent Temp to Perm* 1/10/1999 to 12/01/2000    ⋄ 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 that were contracted.  ⋄ Evaluated and negotiated supplier delivery, lead times and product specifications.        **Delta Design Semiconductors** **Littleton, MA**  *Electro/Mechanical Buyer Temp to Perm* 2/97 to 4/01/99 x2 temp and perm.    ⋄ Implemented two bread man, Kan Ban 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 Radomes & Antennas** **Ayer, MA For Defense purposes**  *Senior Buyer 01/*96 to 12/97    ⋄ 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, fabrication of parts through machine shops with assembly, specialized coatings and some satellite work. Contracted aerospace        **Prolerized NE Company Steel Recycling** **Everett, MA**  *Purchasing Agent*  05/85 to 9/95    ⋄ 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** **Worcester, MA**  *Business Management*  **U Mass 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  ⋄ CISCM Certified International Supply Chain Manager 2/2009  ⋄ Member of the American Purchasing Society 2007 to Present | |  |  |  | | --- | | **My Resume Posting** |  |  | | --- | | [*Click here to replace your resume.*](http://www.careerbuilder.com/JobSeeker/Resumes/MyResumeWordDocAddReplace.aspx?Resume_DID=RHT5K275DG5D7D0SQFT&words=&prevurl=%2fJobSeeker%2fResumes%2fMyResumes.aspx)   [*Click here to download your resume.*](http://www.careerbuilder.com/JobSeeker/Resumes/MyResumeWordDocSave.aspx?Resume_DID=RHT5K275DG5D7D0SQFT&words=&ReturnURL=%252fJobSeeker%252fResumes%252fMyResumes.aspx%253fNWResume_DID%253d)   [*Click here to delete your resume.*](http://www.careerbuilder.com/JobSeeker/Resumes/MyResumeWordDocDelete.aspx?Resume_DID=RHT5K275DG5D7D0SQFT&words=&ReturnURL=%2fJobSeeker%2fResumes%2fMyResumes.aspx) | | | | | |   Bottom of Form | |

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