Jeffrey C. Nelson

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**Professional procurement specialist with extensive experience in lowering costs, increasing vendor sources, purchasing to schedule and project support.**

**SUMMARY OF QUALIFICATIONS**

* Proactive vendor outreach, research and qualification
* Solicit, review, negotiate, create and administer contracts with suppliers and subcontractors varying in value from $5,000 to $25,000,000
* Met or exceeded contract goals for vendor diversity (particularly disadvantaged and small business enterprises) by initiating and/or outreach events, utilizing databases, mailings, telephone follow up and other media events
* Proficient in Microsoft Word, Excel, and Outlook
* Experience with ERP type software i.e. JD Edwards/Peoplesoft
* Excellent and extensive customer service including dealing directly with customers, contractors as well as internal clients
* Types of business environment experiences include manufacturer, distributor, manufacturers representative firm, and general contractor
* Supply chain and Kan Ban experience in a manufacturing environment
* Setting and achieving goals professional as well as personal
* Dispute resolution in accordance with corporate policy
* Interacting with various internal partners including sales, finance, warehouse, shipping/receiving, manufacturing, engineering and project teams
* Establishing and maintaining professional relationships
* Accurate, detailed and timely record keeping including spreadsheets and databases
* Utilize listening skills to determine customer requirements

**Recent Professional Experience**

Contracts Administrator, Bechtel Telecommunications, Wethersfield, CT June 2010 to Jan 2011. Responsibilities including soliciting quotations, reviewing and making recommendations for award of subcontractors for cell phone tower upgrades. In less than 7 months, processed over $7 million worth of recommendations for award. Participated in variety of competitive bid processes for over 150 sites. Completed over 60 on-line Bechtel University courses including introductory Six Sigma and Lean.

Purchasing Agent, The Lane Construction Corporation, Cheshire, CT, 1998 to Jan 2009

Responsible for soliciting quotations, qualifying potential suppliers and subcontractors, contract negotiation, preparation and implementation, dispute resolution.

Sales, P-Q Controls, Inc., Bristol, CT, 1988 to 1998

Responsibilities included developing customer contacts, applications, repair coordination, service and troubleshooting.

**Education:** BS, Administrative Science, CCSU