

# Sarah Allen

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A Vendor Relationship Manager with five years of experience within the healthcare industry, specializing in operations management, contract negotiation, vendor relations, and process improvement. A proven track record of interfacing with vendors and cross-functional teams to ensure the on-time delivery of materials and equipment in hospital environments.

## Key Skills

- ◆ Vendor Relationship Management
- ◆ Procurement
- ◆ Cross-functional Collaboration
- ◆ Change Management
- ◆ Process Improvement

## Professional Experience

### Vendor Relationship Manager

*Syracuse Medical Hospital, Syracuse, NY | May 2018- Present*

- ◆ Manage relationships with 15+ vendors for the procurement and sourcing of medical supplies, equipment, and IT services for a high-volume hospital with 300-beds
- ◆ Conduct negotiations for vendor contracts valued at \$150K-\$700K per year, identify and select new vendors, and secure optimal pricing, resulting in a 15% cost reduction
- ◆ Coordinate with cross-functional teams to review operational metrics and ensure quality services and products from vendors

### Vendor Relationship Manager

*Buffalo Medical Center, Buffalo, NY | May 2016 - May 2018*

- ◆ Oversaw 12 relationships with vendors, evaluated contract terms, performed pricing negotiations, and served as the point of contact for vendors and stakeholders
- ◆ Spearheaded an initiative to transition from a third-party vendor to an internal IT department, delivered proposal to hospital stakeholders, and achieved executive buy-in, resulting in a \$200K reduction in annual costs

## Education

### Bachelor of Science (B.S.) Business Administration

**University of Syracuse, Syracuse, NY | September 2012 - May 2016**