Heidi L Beezub (814)796-3237

2097 Route 97, Waterford, PA 16441

# Professional Profile

* 12 years experience in Purchasing & Contract Administration
* 8 years experience with form bid preparation & quotations
* 7 years experience with commission payments
* Proficient in Excel

# Professional Experience

US Department of Veterans Affairs Medical Center, Erie, PA

July 2016 to Present

**MCA Program Analyst GS-7/9/11 (Part-time)**

Responsibilities:

* Managerial Cost Accounting using VA database & software systems.

SPX Flow Technology/SPX Flow US, LLC, McKean PA

February 2013 to March 2016

**Inside Sales Specialist**

Achievements:

* Designed "automated" spreadsheet to automatically populate cost data into gross margin analysis worksheet.
* Renovated forms & work instructions so that they can be easily updated.

Responsibilities:

* Use of SAP and other cost programs to determine product costs and apply appropriate gross margin to prepare sales quotations.
* Review purchase orders received for completeness, acceptability & adherence to SPX quotation and terms & conditions. Contact customer to obtain revised PO as applicable.

Adecco Staffing Services, Erie PA

September 2012 to February 2013

**Temporary-Inside Sales Specialist at SPX Flow Technology**

Responsibilities:

* same as permanent position.

CH2MHill, Erie, PA

November 2011 to July 2012

**Associate Buyer Position at GE Transportation**

Responsibilities:

* Prepare RFQ, receive quotes and issue resulting purchase orders
* Weekly and monthly project reporting

STERIS Corporation, Erie, PA (March 1996 to October 2011)

Field Incentive Analyst (Commissions) (April 2004 – October 2011)

Achievements:

* Created explicit, easy to follow work instructions for completion of incentive calculation tasks.

Responsibilities:

* Work with Oracle, Excel & other company data bases
* Prepare manual adjustments to company incentive system
* Check monthly incentive data & computations for accuracy
* Assist in yearly program/plan changes
* Prepare individual calculation sheets for Sales Representatives

Contract Administrator, Sales (April 1998 – March 2004)

Responsibilities:

* Prepare capital equipment form bids & bid take-off
* Review bid form language & construction document specifications & language
* Interface with sales, technical & legal department to determine necessary exceptions
* Prepare gross margin analysis & assist in determining bid levels
* Review contract language & work with customers to obtain mutually acceptable terms

Contract Administrator, Service (January 1997 – March 1998)

Responsibilities:

* Prepare quotes for Preventive Maintenance & Repair Services
* Prepare new Preventive Maintenance contracts, modifications to existing contracts & annual renewals
* Work with credit department to obtain payment or issue credits (as required)

Upgrade Coordinator (March 1996 – December 1996)

Responsibilities:

* Coordinate & manage Company & FDA mandated recalls
* Manage & update recall data bases
* Contact initial & subsequent owners to locate equipment & verify location
* Search company records for missing serial number information
* Provide Status & exception reports on project completion

# Other Experience

Jazzercise Fitness Center, Erie, PA

October 2005-Present (3 days per week-1 hour per day)

Class Manager

Responsibilities:

* Sign students in each class & fill out payment forms for new students

Professional Communications Answering Service, Erie, PA

May 1995-January 1999 (Part time 2nd job)

Telephone Secretary

Responsibilities:

* Operation of Telescan Earthnet operator console to answer incoming lines (approx 600 accounts)
* One of only two second shift operators trained dispatch calls for a state nursing agency

Christian Missionary Alliance (CMA) Church, Union City, PA

Volunteer for AWANA Program (2010 to present)

Achievements:

* Help children ages 5-12 learn weekly Bible Verses
* Help with “game time” for the 5 to 8 year olds
* Assist with “Van Ministry” pick up & drop off kids to attend program

# Education

Edinboro University, Edinboro, PA

Certification: Secondary English Education

Mercyhurst University, Erie, PA

B.A. Business Administration, Graduated Cum Laud

# Skills, Abilities & Other Activities

* Typing 55 wpm
* Blueprint reading
* Proficient in Microsoft Word & Microsoft Excel
* Past Trustee Mill Village United Methodist Church
* High School Reunion Committee
* Gardening
* Aerobics