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### SUMMARY OF QUALIFICATIONS

- More than fifteen years of experience in purchasing, contract administration and management, supply chain management, international sales, import and export coordination, inbound and outbound shipments, international and domestic logistics, procurement, and acquisition
- Certified Purchasing Professional (CPP), Certified Purchasing Professional Manager (CPPM)
- Senior Professional in Supply Management (SPSM), Senior Professional in Supply Management 2 (SPSM 2)
- Certified Professional In Contract Management (CPCM)
- Bachelor of Science degree in Business Administration specializing in Management and Economics
- Bachelor of Arts degree in Foreign Languages specializing in English and German
- Fluent in German, Russian, English, and Tatar with a basic fluency in Spanish
- Computer skills; Windows, Microsoft Office; Word, Excel, PowerPoint, Outlook, Access; Adobe Photoshop, Image Reader; Corel Draw, Internet, BAAN, SAP, AS400, SQL, MAS90, Peachtree, STEP, AX2012, AX7, and Office 365
- Typing: 50 words per minute

### PROFESSIONAL EXPERIENCE

Graphic Packaging International, Augusta Mill, Georgia- Facility Buyer II  
5/17/2017-till present (40+ hours weekly)

- Serve as Facility Buyer II, Collaborate with Operating, Engineering, and Maintenance departments to perform purchasing services in support of Paper Mill, PS&D, C&A areas of Mill.
- Purchase, rent, or lease equipment and vehicles, maintain supplies
- Support procurement processes for various capital projects.
- Analyze daily procurement requests for adequacy, completeness, clarity, and funding. Review requirements, recommending revisions to Statements of Work (SOWs) or specifications and determining type of procurement plan.
- Investigate and analyze the procurement; negotiate- equitable resolution with contractors.
- Initiate purchases of equipment and furniture, parts and materials for paper machine areas, training support, conference planning services and supplies, ground support equipment.
- Process wide range of contract instruments, including construction contracts, annual renewal service contracts and blanket POs, competitive contracts, and purchase orders for equipment or services, monitor contracts for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements.
- Prepare solicitations to comply with regulations, ensuring that the requirement for adequate competition is satisfied. Perform cost/price analysis to develop sound negotiation strategies.
- Resolve scheduling problems, verify deliveries.
- Evaluate responses to bid solicitations, determining fair competition, adequate responsiveness, and best value.
- Cancel or terminate contracts for the convenience of the organization or for default of the contractor to perform. Amend or modify contractual documentation due to changes in pricing, substitution of items, or changes in requirements.
- Review procurement requests to ensure that they are complete, accurate, clear, and concise. Compile bidder lists. Perform procurement research for requisitioners. Locate technical and hard-to-find items to support organization and industry requirements. Initiate follow-up actions. Maintain and track data in both manual and automated forms.
- Serve as liaison with contract bidders, informing them of any relevant status changes. Negotiate with potential suppliers, both orally and in writing
- Efficiently resolve scheduling, billing, invoicing, and payment issues. Develop various written documents and reports relevant to purchasing functions. Contact requesters to resolve discrepancies and ambiguities.
- Serve as rental coordinator for annual outages

**Hagler Systems, Inc., Augusta, Georgia- Purchasing Manager**  
**6/2015-5/2017 (40 + hours weekly)**

- Oversaw the procurement of raw materials, parts and other various supplies for Hagler Systems, Inc.
- Was responsible for negotiating, evaluating and placing purchase orders
- Developed the company purchasing policy for raw materials, parts and other various supplies used in production
- Secured and evaluated quotes per company quality control and process specifications
- Improved the value of supplier relationships, including pricing, volume, and logistics
- Negotiated various parts and supply contracts while communicating with various vendors
- Updated reports and spreadsheets, provided control information by collecting and analyzing data (transportation charges, expenditures and quarterly/yearly tracking reports)
- Responsible for the company export/import process, including its logistics, procedures, and documentation

**Electro-Spec, Inc., Greenwood, Indiana- Purchasing Manager**  
**9/2013-9/2014 (40 + hours weekly)**

- Supported and performed the procurement of chemical supplies used in the metal plating process
- Placed orders for spare parts, equipment and machinery for the technical division
- Was responsible for purchasing materials for the shipping and safety departments
- Performed inventory management for the technical division
- Managed the purchasing budget; including spending plans and transportation charges
- Secured and evaluated quotes, quality, and process specifications
- Improved the value of supplier relationships, including price, volume, logistics, and inventory
- Created reports and spreadsheets, provided control information by collecting and analyzing data (transportation charges, expenditures, monthly purchases volume, and quarterly/yearly tracking reports)

**Amcor Inc., Thomson, Georgia- Central and Eastern European Sales Representative**  
**6/2011-09/2013 (40+ hours weekly)**

- Prepared commercial offers, purchase orders, and processed export and import orders documentation
- Ensured that export documentation and procedures were compliant with current laws and regulations
- Coordinated release and delivery of orders to customers, issued shipping documentation and invoices
- Organized inbound and outbound shipments in the most cost-effective manner
- Maintained customer databases and profiles, orders and shipping logs, and administrative functions
- Tracked and controlled the movement of inventory in multiple warehouses via spreadsheets
- Performed on-line marketing research and developed new European markets
- Tracked accounts payable and accounts receivable, including the VAT in Poland and the Czech Republic

**GIW Industries, Grovetown, Georgia - Export Coordinator/Customer Service Representative**  
**9/2008-11/2010 (40+ hours weekly)**

- Specialized in International Market sales, including the issuance of quotes and processing purchase orders
- Processed export orders and issued advance payment invoices
- Issued import and export documentation for client shipments
- Organized the shipping process of single orders as well as consolidated shipments
- Organized import shipments, returns and reclamations
- Processed shipments based on letter of credit and cash against documents
- Tracked the activity of the export department by using various spreadsheets and logs

**Aktiengesellschaft FRIATEC AG, Mannheim, Germany – Foreign Sales and Export Coordinator**  
**6/2005-8/2007 (40+ hours weekly)**

- Was responsible for the sale and delivery of products in 13 countries
- Received and processed requests for quotes, issued commercial offers, and processed purchase orders
- Maintained customer database and profiles, orders and shipping logs
- Coordinated the products manufacturing and packing processes
- Controlled shipment preparation to ensure compliance with international export regulations and codes
- Communicated with transportation companies and carrier services, scheduled order pick-ups
- Prepared shipping and customs documents, including purchase contracts and customs declarations, invoices, certificates of origin, and appropriate business correspondence
- Prepared and controlled shipments based on letters of credit and cash against documents policies

## **EDUCATION**

**Kazan State Technical University, School of Economics, Kazan, Russia  
09/1999-06/2001**

- Bachelor of Science Degree in Business Administration
- Academic focus specializing in Management and Economics

**Elabuga State Pedagogical University, School of Foreign Languages, Elabuga, Russia  
09/1991-06/1996**

- Bachelor of Arts Degree in Teaching Foreign Languages
- Academic focus specializing in English and German

## **PROFESSIONAL CERTIFICATIONS**

- Certified Professional Contracts Manager (CPCM) certification; National Contract Management Association
- Certified Purchasing Professional Manager Course, (CPPM); American Purchasing Society
- Certified Purchasing Professional Course (CPP); American Purchasing Society
- Senior Professional in Supply Management Courses (SPSM, SPSM2); Next Level Purchasing Association
- Purchasing Fundamentals Course; Augusta Technical College
- Distribution and Logistics Management Course; Augusta Technical College
- Import and Export Compliance Course; Expeditors International of Washington, Inc.
- Export Regulations and Compliance Course; Finance, Business and International Credit Assoc
- Foreign Language Correspondence Certificate; F&U Language Academy

## **PROFESSIONAL ORGANIZATIONS**

- Member of the American Purchasing Society
- Member of the Next Level Purchasing Association
- Member of National Contract Management Association