

CHRISTOPHER KENNEDY

ADMIN SUPPORT

PROFESSIONAL SUMMARY

Diligent professional with experience in capital equipment acquisition, commodities purchasing, and competitive bidding. Aiming to leverage my abilities to successfully fill administrative role on your team.

Detail-oriented professional with experience in contract administration, fixed price contracts, and international trade.

Frequently praised as hard-working by peers, I can be relied upon to help your team achieve its goals.

SKILLS

- Purchasing strategies
- Supplier Relationship Management
- Administrative Support
- Proficiency in [Software]
- Analytical Thinking
- Supply chain planning
- Vendor Relationship Management
- Persuasion skills
- Data Entry
- Recruiting

EXPERIENCE

Procurement Specialist

JUN 2019 - PRESENT | Travelers, Saint Paul, MN


- Converted approved requisitions into purchase orders for issuance to vendors.
- Resolved any discrepancies between invoices received from suppliers versus purchase orders issued by the organization.
- Created reports detailing all financial information related to purchasing activities including budgeting and forecasting data.
- Maintained relationships with vendors by providing support throughout the procurement process.
- Communicated with end users, suppliers and contract administrators to facilitate services.
- Monitored contractor performance, recommended contract modifications when necessary.


Talent Aquisition Specialist


MAR 2015 - JUN 2019 | Metropolitan Council , Minneapolis, Minnesota

- Utilized job boards, social media, and other recruiting channels to source and identify potential candidates.

CONTACT

 (612) 707-1080

 christopher6121080@gmail.com

 Saint Paul, MN 55118

- Collaborated with Human Resources department on orientation programs designed to assist newly hired personnel become acclimated quickly into their roles.
- Administered employee benefit plans.
- Developed and maintained relationships with hiring managers to ensure understanding of their requirements for each role, while remaining compliant with all federal, state, and local employment laws.
- Maintained current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as Americans with Disabilities Act (ADA).
- Performed searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, and employee referrals.

Administrative Assistant

JUN 2012 - MAR 2015 | Metro Transit, Saint Paul, MN

- Scheduled conference calls between internal teams and external vendors or customers.
- Assisted staff with computer usage.
- Developed and maintained internal and external company Web sites.
- Generated regular reports on project progress utilizing spreadsheet software applications like MS Excel and Access.
- Assisted the executive management team in making informed decisions by providing timely and accurate administrative support.
- Assisted in the preparation of presentations using Microsoft Office Suite applications such as Word, Excel, PowerPoint .
- Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records.

EDUCATION

Bachelor of Science (B.S.) in Computer Science Candidate

Expected graduation JUN 2027 | North Hennepin Community College, Brooklyn Park

High School Diploma GPA 3.5

AUG 2008 | Robbinsdale Cooper Highschool, Robbinsdale

CERTIFICATIONS

- HTML
- Bootstrap implementation
- CSS

REFERENCES

References available upon request

VOLUNTEER EXPERIENCE

Veterans Service Representative

JUN 2019 - OCT 2023 | Minnesota Veterans help, Saint Paul, MN

- Provided conflict resolution strategies when necessary between clients and family members.

- Identified environmental impediments to client and patient progress through interviews and review of patient records.
- Counseled clients and patients in individual and group sessions to help overcome dependencies, recover from illness, and adjust to life.
- Provided crisis intervention services to Veterans in need of immediate assistance.
- Provided comprehensive psychosocial assessments to patients and families in a variety of clinical settings.

Youth Organization

JAN 2013 - SEP 2017 | Young Youth Corporation, Saint Paul, MN

- Developed innovative approaches to streamline operations, improve customer service, and increase profitability.
- Created effective communication systems between staff members and youth participants.
- Determined clients' eligibility for financial assistance.
- Assisted in locating housing for displaced individuals.

COMMUNITY SERVICE

Community Service Volunteer

AUG 2022 - APR 2023 | Contract Community worker, Minneapolis, MN

- Facilitated partnerships with community organizations to increase program reach and effectiveness.
- Provided support services to vulnerable populations in the community.
- Developed and maintained relationships with key partners and stakeholders.
- Participated in professional development opportunities to remain current on trends in the field.
- Developed innovative approaches for engaging diverse communities.
- Monitored progress of projects, identified areas for improvement and implemented corrective action plans when necessary.