

Jack Martin

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Work Experience

University of Pennsylvania Health System- Philadelphia, PA

Contract Administrator

[Recruited by Penn Medicine after internship/graduation]

May 2018 - Present

- Maintain a portfolio of 240 contracts with vendors whose specialties include: Orthopedics, Ophthalmics, Diagnostics, Endoscopy, Cardiology and others.
- Collaborate with Legal Team, Finance Team and Executive Management: Responsible for negotiation and invoice reconciliation for annual contracts exceeding \$450,000.
- Negotiate the payment terms and pricing for large capital orders up to \$500,000.
- Develop and cultivate cross-functional relationships with key suppliers and stakeholders to ensure the integrity of Penn's relationships.
- Routinely collaborate with Clinicians, Department Heads, and Divisional VP's regarding equipment availability, delivery times, and order backlogs.
- **Key Accomplishments:**
 - Served as primary liaison with third party benchmarking services to maximize discounting on medical equipment. Frequently reduced opportunity cost associated with previously unrecognized discounts by up to 25%.
 - Routinely entrusted with managing department overflow.
 - Acting as a resource for departmental buyers, identified terms and conditions violations avoiding additional charges.

University of Pennsylvania Health System- Philadelphia, PA

Materials Management Intern

May 2016 - January 2018

- College internship. Invited to return for three consecutive rotations.
- Performed various duties in contract negotiation, capital purchasing, logistical tracking, product research, price benchmarking, and procurement expenses analysis.
- Supported procurement of purchases up to \$1.3 million dollars resulting in cost savings exceeding \$10,000.
- Effectively communicated with suppliers ensuring availability of critical stock medical equipment.

Education

Temple University- Philadelphia, PA

2014-2018

Bachelor of Science, Supply Chain Management

Participated in Temple University Supply Chain Association and intramural sports.

Highlight: Earned 2nd place in capstone business simulation course consisting of hypothetical business scenarios with 18 teams competing.

Skills

Proficiency in Lawson Software

Deductive Reasoning

Market Research

Contract Negotiation

Materials Management

Project Management

Groups

Temple University Supply Chain Association

World Trade Association of Philadelphia