

Happy Man

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PROFESSIONAL SUMMARY

Administrator with over ten years of experience in a range of administrative and office operations including office management, purchasing and procurement, coordinating schedules, preparing correspondence, generating reports, responding to inquiries. Superior ability to identify areas and expenses that can be streamlined, thereby saving the company and clients money. Experienced in management, materials planning and development, contract administration, vendor negotiations, and customer relations. Software experience includes Microsoft Office (Word, Excel), Remedy, Vantive, MAS 90/200/500, Peachtree, McAfee Help Desk

KEY STRENGTHS and ACCOMPLISHMENTS

- Ø Specialist in reducing expenses and implementing cost effective measures to conserve capital
- Ø Procurement Process Improvements
- Ø Internal Auditing Systems
- Ø Budgeting Forecast
- Ø Vendor Negotiations & Contract Management
- Ø Created and implemented SOP for purchasing department
- Ø Managed purchasing related functions to in house and customer related purchases
- Ø Trained staff in procedures and operations
- Ø Part of a team responsible for the development and execution of operational plans

PROFESSIONAL EXPERIENCE

Product Specialist, Maryville Technologies, St. Louis, MO 2004 to 2008
Executed end user purchases from conception to completion for a leading independent IT professional service firm. Obtained, analyzed and validated quotes for approved manufacturers for hardware, software, services, and training programs. Processed sales orders and purchase orders for equipment and services. Maintained monthly POS reports for vendors. Approved and reconciled manufacturer invoices. Tracked and monitored projects from conception to completion.

WAN Technologies, Inc, St. Louis, MO 1996 to 2004
Managed service provider offering network management services and Internet protocol communication solutions.

Director of Purchasing (2002 – 2004)

Managed purchasing related functions to in house and customer related purchases.

- Ø Reviewed requisitions, obtain quotes, and award bids for telecom equipment, maintenance and installation
- Ø Managed inbound receiving and outbound shipment of \$12M annually of equipment
- Ø Maintained and nurtured relationships between high end vendors and WAN
- Ø Analyzed detailed purchasing data along with cost and cost savings plan for future financial periods

Purchasing / Office Manager (1998 to 2002)

Managed \$2M in-house inventory including cycle counts and yearly physical audit

- Ø Created and maintained monthly vendor reports
- Ø Resolved RMA issues
- Ø Assist management with communications - letters, telephone calls, and presentations
- Ø Maintained executives' awareness of tasks, appointments, standing commitments and information to others on availability
- Ø Assisted with corporate travel arrangements including conference and trade show registration, accommodations and logistics
- Ø Managed meeting details and needs
- Ø Maintain confidential information
- Ø Managed the flow of internal information for the company