

SUMMARY:

Results oriented professional with a proven track record in **Procurement, Sourcing and Negotiations**. Successful implementation of cost reduction programs, excellent vendor relation skills and strong analytical and problem solving abilities along with top notch organizational skills. Excellent communication and interpersonal skills in addition to the ability to motivate and develop people.

EXPERIENCE:**AMERICAN EXPRESS, New York, New York*****Global Purchasing Manager*****2007-2009**

Handled global sourcing, negotiations and contracting for training, coaching, consulting and market research services for this Fortune 100 Company.

- Generated savings of \$1.1 million by consolidating and outsourcing mandatory global training. Seven internally produced courses were contracted out to one vendor with responsibility from course development through tracking employee training to completion.
- Partnered with executive development leader to consolidate coaching vendors. Replaced many regional vendors with a global vendor. Consolidating the vendor base resulted in an annual savings of \$1.5 million.
- Negotiated over 100 master agreements with vendors, thereby keeping American Express compliant with external regulations and internal best practices.
- Conducted over a dozen sourcing events, delivering value to the vendor selection process.
- Succeeded in building a team with the individuals who ran the Learning Management System, which oversaw all global training programs. We worked together to determine when it made sense to initiate a sourcing event. We also collaborated on vendor selection for these sourcing events.

PHOTOCIRCUITS CORPORATION, Glen Cove, New York***Purchasing Manager*****1999-2007**

Managed all purchasing for this \$450 million manufacturer of printed circuit boards with 5 plants in 4 countries. Supervised a staff of 8 in the purchase of equipment, facility services, metals, laminate, film, chemicals and mechanical, electrical and electronic components.

- Negotiated cost savings in excess of \$1.2 million
- Reduced spare parts inventory by consolidating duplicate items and reducing ordering levels; thereby increasing inventory turns from two times per year to four times..
- Created and implemented a centralized purchasing system, developing and training local buyers to become commodity specialists covering all locations, which resulted in a reduced vendor base and led to quantity discounts of 5% due to increased volume

IPM SERVICE CORPORATION, Dallas, Texas***Director of Purchasing*****1993-1999**

Managed all purchasing, materials management, and production planning functions for this \$100 million manufacturer of automotive electrical components. Supervised staff of 6, servicing 5 plants and 3 warehouses in 3 countries in the purchase of metals, castings and mechanical and electrical components.

- Evaluated new products and developed cost analysis for marketing purposes, as a key member of the new product committee
- Renegotiated payment terms with major suppliers
- Reduced inventory by more than 25% through introduction of JIT and finished goods control policies
- Negotiated reductions in materials costs, saving over \$250,000 annually
- Saved over \$200,000 annually by researching and developing new supply sources in international markets
- Consolidated purchasing for all satellite warehouses, allowing volume discounts and an overall 10% cost savings
- Improved inventory control through implementation of MRP system
- Worked closely with Quality Control, Engineering, and Manufacturing to develop standards and requirements for improvement of materials quality

TRANSPARTS, INC., Hauppauge, New York

Operations and Purchasing Manager

1982-1993

Developed and managed annual budget of \$6 million for this start-up distributor of automotive parts. Purchased mechanical and electrical components. Instrumental in prospecting and developing customer base.

- Major contributor to company's sales growth from zero to \$9 million by establishing the company's 5 largest customers, representing over \$3 million in annual revenues
- Established and maintained strong relationships with overseas suppliers, including negotiations that led to open account payment terms replacing letters of credit.
- Automated and integrated the inventory control and accounting systems, which improved inventory turns from 5 to 6 times per year.

COMPUTER SKILLS:

Ariba Upstream Sourcing & Contract Workbench

Lotus Notes

Microsoft Office Suite

Oracle

AS400

EDUCATION:

Boston University

Certified Purchasing Manager (C.P.M.) from Institute for Supply Management (ISM)