

**JOAN BELLWOOD**  
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Senior Purchasing professional with expertise in print production, packaging, corporate brand directional signage, office supplies, corporate services, and automated systems. Diverse experience in preparing assessments of new sourcing opportunities and evaluating the effectiveness and pricing of current suppliers in the financial services, retail, and packaging industries. Consistently demonstrates excellent interpersonal and written communication skills with senior executives, staff and vendors. Highly motivated self starter who is proactive, caring and responsive in ensuring customer satisfaction.

- Print Production Specialist
- Superior Customer Service
- Reverse Auction Bidding
- Supplier Negotiations Expertise
- Relationship Building Skills
- e-Procurement Expertise

## **EXPERIENCE**

**TIAA- CREF, New York, NY**  
***Senior Sourcing Analyst***

**2001- 2009**

Purchased promotional printing, direct mail, premiums, office supplies, telephone equipment, and subscriptions for the total value at \$20MM. Researched and resolved procurement related accounting and logistics issues for company employees and vendors.

- Negotiated paper contracts for in house print shop facility, totaling \$3MM. Purchased press supplies, packaging materials and maintenance services for a six color press.
- Collaborated with mail distribution to consolidate the purchase of bar-coded envelopes, eliminating the production of incorrect addresses, saving the company \$1.2MM.
- Evaluated the effectiveness of current vendor's pricing and products, resulting in 25% savings.
- Selected as a team member for the reverse auction bidding of office supplies in Perfect Commerce.
- Implemented and facilitated the Perfect Commerce e-Procurement tool. Trained 1500 internal users in three corporate centers and sixty-two regional offices. Additionally, trained external suppliers.
- Developed and rolled out policies and procedures for the Marketing Division's use of Perfect Commerce which strengthened policy compliance and reduced potential non-compliance risks.
- Executed day to day deliverables on tight deadlines and delivered superior customer service and support to company employees and vendors.
- Negotiated and managed the maintenance of water cooler services for three NYC buildings, and regional offices.

**HSBC USA/ REPUBLIC NATIONAL BANK, New York, NY** **1991-2001**  
***Assistant Vice President- Purchasing Agent***

Purchased commercial print, custom forms, direct mail, stationery, promotional items, and print shop supplies for eighty-one branch locations.

- Negotiated paper contract for internal print shop totaling \$2MM resulting in cost savings of 10% from the previous contract.
- Initiated and developed relationships with Marketing Divisions. Provided technical support including fulfillment of print requirements totaling \$6MM and significantly improved cycle times. Introduced e-Procurement for placing orders and invoicing improving productivity and reducing costs.
- Implemented a web-based forms management program eliminating warehousing of forms and providing significant cost savings.
- Retained as only Republic National Bank purchasing employee (out of 14) after acquisition by HSBC. Coordinated the forms management transition from Republic to HSBC Bank USA.

**DIXONWEB PRINTING COMPANY, Nassau, NY** **1990-1991**  
***Production Manager***

- Processed production of four to ten color sheet fed, web and mini web printing for non competitive industry leading vendors.

**THE HERTZ CORPORATION, Parkridge, NJ** **1986-1990**  
***Purchasing Agent***

- Managed purchasing of commercial print, direct mail, forms and promotional items totaling \$16MM.
- Negotiated the purchase of corporate identification signage interior, exterior illuminated, and directional signage, for the United States and Europe rental locations, totaling \$46MM.

**ADDITIONAL RELEVANT EXPERIENCE**

Graphic Production Manager at Nice Pak Products, Inc., Orangeburg, NY

**PROFESSIONAL AFFILIATIONS**

Institute of Supply Management Member (ISM)

(ISM) Certification Print Buying Essentials

Parsons School of Design – Certification Print Production Estimating Color Theory

Toastmasters NY

**VOLUNTEER ACCOMPLISHMENTS**

- American Legion Post 1456, Bronx, NY. Chairperson for Memorial Day Poppy Sales.
- Led national campaign on behalf of American War Veterans for the creation of Veterans Day commemorative cards.