

JOAN BELLWOOD
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Seasoned purchasing professional specializing in the fields of print production, packaging, corporate brand directional signage, office supplies, corporate services, and automated systems. Excellent interpersonal skills conducive to communicating with senior executives, self starter, and ensures customer satisfaction.

Professional Affiliations

Institute of Supply Management Member (ISM)

Experience

2001-Present – TIAA CREF – New York, NY

Senior Sourcing Analyst

- Implemented and facilitated Perfect Commerce Procurement system, e-procurement tool to corporation and suppliers.
- Provided automated procurement training to (1500) administrators in (3) corporate centers and (62) regional offices.
- Evaluated the effectiveness of current vendors pricing and products, 25% savings.
- Researched and resolved accounting issues for internal personnel and vendors.
- Purchased promotional printing, direct mail, premiums, office supplies, telephone equipment, and subscriptions. \$7MM.
- Team member of the reverse auction bidding for office supplies in Perfect Commerce.
- Encouraged marketing divisions to utilize Perfect Commerce which improved policies and eliminated potential risks
- Collaborated with mail distribution to condense the purchase of bar-coded envelopes. This exercise prevented the production of incorrect addresses, reducing \$1.2MM and avoidances.
- Executed day to day deliverables on tight deadlines.
- Negotiated and managed the maintenance of water cooler services for (3) NYC buildings, and (4) regional offices.

1991-2001 –HSBC USA/ REPUBLIC NATIONAL BANK New York, NY

Assistant Vice President- Purchasing Agent

- Purchased commercial print, custom forms, direct mail, stationery, promotional items, and print shop supplies for 81 branch locations.
- Negotiated paper contract for internal print shop \$3MM
- Member of the team to introduce e-procurement to place orders and invoicing.
- Initiated and developed relationships with marketing divisions. Provided technical support including fulfillment of print requirements. \$6MM
- Implemented forms management program.
- Coordinated the forms management transition from Republic National Bank to HSBC Bank USA.

1990-1991 – DIXONWEB PRINTING COMPANY- Nassau, NY

Production Manager

- Production processing of four to ten color sheet fed, web and mini web printing to non competitive industry leading vendors.

1986-1990 – THE HERTZ CORPORATION – Parkridge, NJ

Senior Buyer

- Continual price comparison and purchasing commercial print, \$6MM, direct mail, forms and promotional items.
- Negotiated the purchase of corporate identification signage, interior, exterior illuminated, and directional signage, for the United States and Europe rental locations.

1983-1986 – NICE PAK PRODUCTS, INC. – Orangeburg, NY

Graphic Buyer

- Coordination of package designs from concept through finished mechanicals. Customer brand packaging for extensive amenity line.
- Validation all copy and layout approval procedures, coordinated with project managers.
- Maintained relationship with six freelance artists for creative services.
- Reviewed all approved pre-press proofs
- Generated and distributed specifications for related raw materials.

Accomplishments

2004-Present -American Legion Post 1456, Bronx, NY. Chairperson for Memorial Day Poppy Sales.

2003 Led national campaign on behalf of American War Veterans for the creation of Veterans Day commemorative cards.