

# Jonathan Chandler, C.P.M.

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**Summary:** Extensive experience negotiating with suppliers, managing the procurement process and reducing operating expenses.

**Experience:** 2006 - Present - Metropolitan Transportation Authority\Long Island Bus Division - Garden City, NY  
Manager of Contracts  
Responsible for the procurement process for a wide variety of products and services at four locations. Negotiations with suppliers and service providers. Preparation of Invitations for Bids, Requests for Proposals and contracts. Organization of site tours and pre-award meetings.

- Developed a contract tracking and management system utilizing Microsoft Access.
- Currently training Buyers to administer the invitation for bids process

1995 - 2006 - Macklowe Management Co. Inc. - New York, NY  
Director-Purchasing

Responsible for procurement activities for 15 locations, negotiations with service providers, development of supplier base, and recommending cost reduction opportunities to upper management. Development of policies and procedures. Preparation of reports for Vice President and Managers. Contract preparation and management for services such as elevator maintenance, waste removal, cleaning, security guards, fire alarm system maintenance, HVAC maintenance, application service providers and photocopier leases.

- Developed contract and supplier management systems
- Developed electricity cost and purchasing analysis system
- Developed supplier evaluation\rating procedures

1992 - 1995 - PSCH, Inc. - College Point, NY  
Assistant Manager-Purchasing

Responsible for annual purchases of \$4,000,000, inventory control and fixed asset management for twenty-five locations. Supervision of four-person support staff. Development of stable supplier network. Act as a liaison to other departments and preparation of reports for senior management.

- Established departmental policies and procedures.
- Automated request for quotation, purchase order and reporting processes.
- Reduced operating expenses by five percent for three consecutive years.

1991 - 1992 - Unisys Corporation - Great Neck, NY  
Buyer's Assistant

Preparation and distribution of requests for quotations, purchase orders, buyer's evaluations and regulatory documentation. Analysis of objective, proposed and negotiated labor rates, material costs and prices.

**Education:** New York University School of Continuing and Professional Studies  
Certificate in Business Management, July 2001  
Certificate in Purchasing Management, May 1997

State University of New York at Binghamton  
Binghamton, New York  
Master of Arts, May 1985  
Major - Geography

State University of New York College of Arts and Science at Geneseo  
Geneseo, New York  
Bachelor of Arts, Cum Laude, May 1983  
Major - History

Certified Purchasing Manager - Institute for Supply Management