

ELIZABETH HARMAN-ARCO

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EXECUTIVE SUMMARY

Results- driven **Global Strategic Sourcing** professional with proven leadership abilities. Core competencies include strategic sourcing of indirect spend specializing in **Travel Services, Corporate Services, and Human Capital Management**, spend analysis, negotiations, cost reductions, service improvements, vendor / contract management, project management, e-sourcing and analytical skills.

PROFESSIONAL EXPERIENCE

GOLDMAN, SACHS & CO., New York, NY

1997 - 2008

Associate, Procurement and Contract Management (2002-2008)

Sourcing professional responsible for managing indirect sourcing spend through all phases of the procurement process and contract management including drafting, reviewing, negotiating and management of contractual agreements with cross-matrix functions to manage multiple services, vendors and contracts. Hired, trained and managed procurement analyst staff.

- Led global strategic sourcing initiatives for multiple commodities specializing in Travel Services, Document Management and Human Capital Management including Recruiting and Wellness with an annual spend of \$100 million.
- Successfully conducted all phases of regional and global Requests for Proposals for indirect spend and conducted auctions via the SAP E-Sourcing system which resulted in significant annual savings, process improvements, and expanded service offerings.
- Drove significant cost savings in global airline spend by: global Request for Proposal, spend and route analysis, consolidation of vendor base, negotiations, and creation of firm specific contract. Received the Above & Beyond Star an internal recognition program.
- Launched process improvement and change management via an Americas Request for Proposal for document destruction services. Managed cross-functional team which produced cost savings, increased security, streamlined services, and tracked accountability.
- Led European based initiative to restructure Employee Assistance Program. Conducted procurement process from Request for Information to contract for redesigned expanded service offering.
- Coordinated extensive data and usage analysis within a Request for Proposal for the Childcare program across the Americas. Produced standardize service levels and improved services offerings within budget.

GOLDMAN, SACHS & CO., New York, NY**1997 - 2008***Associate, Business Information Services (1997-2002)*

- Managed three-member publication and subscription department for the Americas. Fully responsible for all aspect of Publications and subscriptions: approvals, vendor management, ordering, statistics, financial reporting, invoice reconciliation, contract management, and client relations.
- Managed, reported, and forecast an annual budget of \$10 million for publication and subscriptions, and database needs.
- Analyzed, negotiated, and procured non-IT Information Resources for the Firm Dun & Bradstreet, LexisNexis, Forrester Research, Inc., and Multex. Coordinated all reporting aspects including password and usage statistics.

BARNES & NOBLE, Norwalk, CT**1996 – 1997***Supervisor*

- Shift supervisor responsible for managing all aspects of the bookstore with a staff of ten.
- Introduced, researched, designed and published a weekly in store employee informational newsletter.
- Responsible for all phases of customer special orders.

ENTREPRENEUR, New York, NY**1982 - 1991**

- Designed and implemented full charge bookkeeping systems to ten clients.
- Solely responsible for all phases of a full charge bookkeeping service including: administrative, marketing, scheduling, communications with clients, preparing and presenting financial reports.
- Clients included venture capital firms, real estate management firms, modeling agencies, and clothing designers.

EDUCATION**SIMMONS UNIVERSITY, Boston, MA****Masters in Library Science****NEW YORK UNIVERSITY, New York, NY****Bachelor of Arts - History****SELECT SKILLS AND TRAINING**

- MS Excel, Word, and Powerpoint, Project management and SAP E-sourcing.
- Cost Price Analysis & Total Cost Concepts – National Association of Purchasing Management
- Contract Law - -Legal Aspects of Purchasing – National Association of Purchasing Management
- Cost Reduction Strategies – National Association of Purchasing Management