

JOSEPHINE LANZARA

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Summary of Qualifications

Over 30 years of professional experience with proven ability to manage with consistent results. Excellent organizational and analytical skills with the ability to lead projects, get results and implement solutions. Poised and confident in dealing with individuals of all levels. A positive approach to all tasks and pride in achievements has resulted in many successes. Strong work ethic, reliable, dependable and conscious of duties and responsibilities.

Experience

Ogilvy & Mather Worldwide , 309 West 49th Street, New York, NY

2000 - 2009

Facilities Buyer

Scope: Responsible for cost evaluation, contract negotiation and purchase of goods and services for the New York office as well as several Ogilvy North American group companies.

- Structured and prepared bid invitations that resulted in direct cost savings of +20% while affording commercial leverage.
- Experienced in supplier sourcing/qualification, supplier management, negotiations of terms and conditions, and contract execution.
- Initiated a "Purchasing" intranet site as a working tool for managing and archiving major supplier contracts.
- As an advocate for good practice, advised agency personnel with knowledgeable procurement advice and consultation.
- Supported corporate Green Committee in achieving "Leed" goals and objectives.
- Participated in establishing an unprecedented supplier diversity program. Encouraged the use of minority and women owned businesses (MWBES) in the fulfillment of needed services and products.
- Worked to achieve maximum integration with user departments by understanding their distinct needs and insuring such needs are met.
- Evaluated, documented and presented print management solutions with several vendors to IT department as a solution for the reduction of the number of devices in service, paper usage and cost as well as to produce required reports.
- Implemented an IT asset disposal program and negotiated and executed a contract with the selected vendor.

P.O.P. Displays International, Woodside, NY

1999-2000

Senior Customer Care Specialist

Scope: Worked with company President and Marketing Manager to develop and manage a major retail account along with various cosmetic companies to deliver manufactured plastics displays to 2,500 locations to merchandise products.

- Conducted product review for each cosmetic brand to determine the plastic display used to maximize the merchandising of each product.
- Organized, published and updated graphics manual distributed internally, to retailer and cosmetic companies.
- Monitored graphics produced by cosmetics brands for size and coding conformities established for program according to graphics manual.
- Compiled and published weekly shipping reports sent to retailer to track deliveries to 2,500 doors.

National Integrity Life Insurance Company, New York, NY

1985-1999

Office Administrator

Scope: Managed the New York annuity company reporting to the Vice President of Operations in Louisville Headquarters.

- Performed and monitored daily processes to create and update procedure manuals for processing and quality control.
- Coordinated weekly staff meetings with New York, Ohio office and Louisville headquarters' personnel to discuss problems encountered with administrative processes and develop solutions.
- Performed daily reconciliation of bank deposits and resolved discrepancies to eliminate losses.
- Assisted in researching and documenting information for executive management to be used in due diligence process to result in the sale of the company.
- Conducted and documented semi-annual staff performance evaluations to be submitted to office headquarters.
- Collaborated with headquarters' personnel to develop training material and conduct presentations to educate various areas of the company on products and systems used to administer business.

The American Tobacco Company, New York, NY

1981 - 1985

Administrator of Quality Control

Scope: Assisted Purchasing Manager to establish an automated method of monitoring quality standards of packaging for tobacco products.

- Assisted Purchasing Manager in research, testing and cost analysis to institute computerized evaluation of color on packaging for tobacco products.
- Implemented use of computer to evaluate color on packaging to result in shorter print runs resulting in cost savings to company.
- Coordinated efforts with marketing and executive management to establish copy and color packaging standards.
- Developed, updated and revised quality control procedures.

Union Carbide Corporation, New York, NY

1973- 1981

Administration Coordinator

Scope: Assisted Purchasing Managers and Director with purchasing and arranging delivery of required raw materials to processing plants.

- Obtained monthly commodity requirements from several divisions to purchase materials from approved vendors.
- Notified selected vendors with monthly material releases for delivery to domestic and foreign processing plants.
- Prepared contracts for purchasing agents.
- Secured mode of delivery, freight rates and routings from corporate distribution area.
- Calculated and recorded electric power usage and charges for each processing plant.

Education

New York University, AAS, Business Administration – 1992

National Association of Securities Dealers Registered Representative Series 6 – 1987

FLMI – Fellowship Life Management Institute – (LOMA – Life Office Management Association) – 1998

ACS – Associate Customer Service – (LOMA – Life Office Management Association) – 1990

Affiliations

Institute for Supply Management - National Association of Purchasing Managers – NAPM-NY - Supplier Diversity Committee and Facilities Sourcing Group Committee