

KEN VOLLWEILER

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SUMMARY

Attain a sourcing/purchasing position within a competitive, successful firm, where by I may continue to apply my financial and analytical skills in a professional manor. Develop sourcing strategies, streamline processes, and negotiate contracts to acquire products and services.

PROFESSIONAL EXPERIENCE

CITIBANK, NEW YORK, NY

2006-2009

Vice President, Non Tech Procurement

- Responsible for strategic initiatives to reduce firm wide costs for copiers, faxes and office supplies.
- Developed a managed print service program with an estimated savings of \$13 million annually.
- Managed several online auctions and RFP's to refresh copier/fax programs with a savings of \$3.5 million.
- Saved \$5 million on office supplies by using re-manufactured toners and private branded products.
- Negotiated and managed the reproductive services program that included B&W, color copies and binding services with an estimated savings of \$2 million.
- Negotiated and managed the Legal Reproductive services with an estimated savings of \$1.5 million
- Developed electronic catalogs for internal ordering.
- Managed service agreements (SLA's) for all copiers and multifunctional equipment
- Responsible for all open purchase orders pertaining to mergers and acquisition activity.

Print Sourcing

- Responsible for sourcing print/marketing projects. (Estimated spend of \$14 million annually for the print projects sourced). Projects that range from 1 to 8 colors.
- Supported a team of project managers (9) by requesting estimates for sheet-fed offset, web printing, UV printing and paper. Obtained estimates for bindery work that includes, finishing, kitting and fulfillment.
- Performed press checks and monitored work of external printers to ensure internal customer needs were met.
- Worked directly with 45 suppliers. Clarified job specifications and requirements. Responded to all questions asked by the suppliers and clients.
- Utilize the internet to source promotional materials, such as buttons, binders and any other special items.
- Every project was a bid and received a minimum of 3 bids. Awarded projects to produce quality results while minimizing total costs.
- Worked with the supplier base to ensure the invoices were correct prior to submitting for payment to account payables.

WEICHERT REALTORS, Morris Plains, NJ

2004-2006

Director of Purchasing

- Provided procurement services for 300+ offices and departments. Supplier manager for various commodities including IT products, office supplies, stationery, forms, copiers, faxes, promotional items, furniture, cars, coffee services, warehousing and distribution services.
- Saved \$500,000 per year by changing supplier in our outsourcing initiative for office supplies.
- Negotiated cleaning agreement for the main office with a savings of \$85,000 annually.
- Implemented a change in the ordering of promotional items with a savings of \$100,000.
- Saved \$400,000 on copier bid for the entire fleet of copiers.

Vollweiler, Ken

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- Responsible for converting from ordering 5 gallons water bottles to installing water fountains with an estimated savings of \$350,000 annually.
- Managed service agreements (SLA's) for all copiers and multifunctional equipment.
- Negotiated and managed the security guards agreement.

SIGN A RAMA, Roseland, NJ

2003-2004

Manager

- Responsible for all day to day operations, including the production, scheduling and ordering of supplies.
- Developed marketing plans for targeted businesses.
- Scheduled meetings with all prospective clients.
- Scheduled installations of signs.

DEUTSCHE BANK, New York, NY

1999-2003

Vice President- Non Tech Procurement

- Responsible for strategic initiatives to reduce firm-wide costs for copiers, faxes, office supplies, promotional items, forms and business stationery.
- Negotiated an agreement for a new fleet of digital copiers with an estimated savings of \$8 million annually.
- Saved \$2.5 million on office supplies by using re-manufactured toners and private branded products.
- Managed service agreements for fax equipment and typewriters.
- Developed electronic catalogs for internal e-commerce site.
- Managed and developed website for promotional items.
- Liaison between procurement, technology and internal clients, regarding the rollout of regional procurement system.

CITIBANK, N.A., Tampa, FL

1996-1999

Vice President Non Tech Procurement

- Managed non technical supplier programs and contracts worth over \$60 million.
- Managed and monitored supplier performance against service level agreements.
- Worked with suppliers to identify cost savings opportunities
- Implemented electronic billing

CITIBANK, New York, NY

***Assistant Vice President/Operations Manager
Manager of Operations (25 buyers)
Manager of Print Purchasing***

**(1993-1996)
(1990-1993)
(1986-1990)**

PROFESSIONAL DEVELOPMENT

Certified Purchasing Managers Training Modules