

PAUL J. LINEHAN

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COMMITMENT | LEADERSHIP | INTEGRITY | EXPERIENCE

A proven professional with over 5 years of experience in the Procurement, supply chain management and contract negotiation. Specializing in Information Technology purchasing but servicing in many different areas such legal, marketing, logistics and facilities. Motivated self-starter with proven experience providing high level purchasing services to businesses of all sizes. Deep understanding of purchasing's role in business. Excellent, long-term relationships with many manufacturers, partners and distributors.

AREAS OF EXPERTISE

- Inventory Management
- Vendor/MFR Relations
- Volume & Site Licensing
- Logistics Management
- Sales Management
- Disaster Recovery/Business Continuity
- Software Management/Renewals
- Project Management
- Creating RFP's/RFQ
- Technical Sales
- Contract Negotiation
- Budget Proposals

PROFESSIONAL EXPERIENCE

KRAFT & KENNEDY

10/2005 -1/2011

PURCHASING MANAGER

Acted liaison for all internal clients, supporting and developing best practices in regards to all purchases made for the company. As national Purchasing Manager for Kraft & Kennedy generated revenue annually of close \$4.5MM, while managing spends up to \$10MM. Helped Kraft Kennedy find efficiencies and cost savings through efficient management of their resources.

Responsible for all procurement related to the company's current and ongoing IPT Communications purchases. Including software and hardware for both the Enterprise and Small/Medium Business. Managed and updated renewal of maintenance contracts which included contract negotiation and cost saving initiatives/strategies for both Kraft Kennedy and other external clients throughout the country

Responsible for creating RFP's and RFQ's for different clients that pertained to Network upgrades, Data Center Consolidation projects, Business Continuity and Document Management.

Responsible for tracking and maintaining all IT related inventory and assets for the company. Logged all information into a companywide system so we could determine what employee had what equipment. Made recommendations to management when company's equipment was coming up 3 year life cycle.

Maintained Managed purchasing functions that include Information Technology, logistics, legal, facilities, and Marketing

Supporting and managing all aspects of the Strategic Sourcing process, including managing relationships with suppliers during the sourcing stage

Analysed and restructured IT-related contracts with vendors

Demonstrating strong skills in the planning, analysis, sourcing, contracting and implementation of assigned sourcing projects

Providing analysis and support for better business decision-making

Facilitating implementation of new supply relationships

Ensuring risk is mitigated, while optimizing total cost of ownership

Capitalizing on opportunities for savings based on consolidation of spend, increased efficiencies, and economies of scale both for the company and for our suppliers

CONTINUED ...

Working with management and technical teams to ensure that internal customers and external client needs are met

Working with management to embed a formal, fact-based sourcing process in all company Procurement activities, which will enable the organization to leverage its purchasing power

Establishing company-wide standards and specifications

Focusing on introducing continuous process improvement and cost reduction

Managing mid-level customer and supplier relationships during the planning and sourcing phases

Responsible for the purchases for multiple offices in various cities such as New York, Houston, San Francisco, Boston, Washington D.C. and Virginia.

Help start an initiative where Kraft & Kennedy, Inc., helped United States law firms source internationally for satellite offices in Europe

Responsible for writing and reviewing all purchase orders and making sure they end up in the hands of the right vendor in timely and accurate fashion

GLOBAL COMPUTER – NEW YORK, NY

2/03-4/04 & 2/05-10/05

Manchester Technologies – HAUPPAUGE, NY

4/04 – 2/05

ACCOUNT MANAGER/ INSIDE SALES REP

Managed end user client while developing IT solutions for existing and brand new network upgrades. Profits annually ranged from \$700,000 to \$800,000 annually. Acted as liaison between client and manufacturers. Dealt with many distributors and processed purchase orders daily.

Responsible for infrastructure technology recommendations and implementations for clients. Added value for clients with IT Budget planning.

Focus emphasis on finding new clients, work with new, existing clients as well as reactivate old accounts that no longer did business with both companies

Sales process design and opportunity tracking with pipeline

Found important sales/service information through the proper use of customized reporting

VANDIS

4/04 – 2/05

ACCOUNT MANAGER/

Managed end user client while developing IT solutions for existing and brand new network upgrades. Profits annually ranged from \$600,000 to \$700,000 annually. Acted as liaison between client and manufacturers. Dealt with many distributors and processed purchase orders daily.

Responsible for infrastructure technology recommendations and implementations for clients. Added value for clients with IT Budget planning

Supported outside sales representatives by researching, quoting and determining costs and profits for various opportunities

Acting as Account Manager provided recommendations for using internet applications using best of breed vendors in the industry

Provided expert design and helped project manage large network infrastructure installations developed a team environment where I worked closely with engineers on all phases of installation making sure the customer's needs were met

EDUCATION

State University of New York College at Brockport, Brockport, NY

May 1998

Bachelor of Arts Degree

Major: History Minor: Political Science

ACTIVITIES

Active member of ISM - NY (Institution of Supply Management - NY)