

BEST MAN

Procurement Management | Business Development

CONTACT

555-555-5555



Little Rock, AR

EDUCATION

Master of Business Administration

Strayer University
Baltimore, MD
2010 – 2013

Bachelor of Business Administration

Arkansas Baptist College
Little Rock, AR
2006 - 2010

KEY SKILLS

//Procurement Management

Financial Management
Accounts Receivable & Payable
Accounting
Purchasing Management
Logistics Management
Inventory Planning & Management
Budgeting, Forecasting & Analysis
Cost Benefit Analysis
Vendor & Supplier Management
Strategic Sourcing & Analysis
Contract Negotiations
Risk & Asset Management
Profit Maximization
Strategic Planning
Performance Assessment
Process Improvement

PROFESSIONAL PROFILE

Results-oriented, highly productive procurement management professional with extensive experience in inventory and supply chain management, vendor negotiation, and developing purchasing strategies to meet business targets. Skilled in reducing procurement costs by standardizing processes, negotiating favorable terms, and streamlining supplier channels.

PROFESSIONAL WORK EXPERIENCE

Assistant Purchasing Manager VA Hospital | North Little Rock, AR 2017 – 2020

Oversaw the purchasing of prosthetic and orthotic devices, medical supplies and, medical equipment and established strategic vendor relationships to develop performance-based, low-cost solutions, and negotiation win-win agreements.

- Managed the processing, distribution, accuracy verification and maintenance of invoices, purchase orders, receipts, expense reports, credit memos and payment transactions.
- Cultivated and maintained vendor relationships to negotiate prices, terms, and conditions to ensure optimum prices and high-quality products.
- Negotiated, administered, and monitored the contract performance of vendors to ensure compliance with contractual obligations.
- Analyzed proposals and evaluated vendor performance using data based on costs, quality, and service level.
- Instituted metrics to document cost savings by constantly forecasting costs, availability, and substantiality of medical products needed and ordered.
- Performed quality control, ensuring that products met and maintained safety standards.

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KEY SKILLS

//Business Development

Account Management & Retention
Business Strategy & Growth
Brand Management
Product Development & Management
Strategic Planning & Execution
Team Leadership & Mentoring
Client Lead Generation
Portfolio Optimization & Management
Business Sales
Marketing Campaign & Management
Digital Marketing
Market Research & Analysis
Business Value Propositions
Client Relationship Management
Project Management
Strategic Partnerships
Client Presentations

SOFTWARE

QuickBooks
Microsoft Office Suite
Advanced Prosthetics Acquisition
Tool
VISTA
System for Award Management
Duns & Bradstreet
Computerized Patient Record
System
Google Analytics

PROFESSIONAL WORK EXPERIENCE

Business Manager

Hewlett Packard Enterprise | Conway, AR
2015 – 2017

Managed HPE software security sales by engaging with clients from pre-sales to post-sales to align clients with HP security products and services.

- Coached, mentored, and trained 25 sales representatives by providing insight about HP security products and teaching them strategies and tactics on how to engage with potential and existing customers to understand their current and future security needs.
- Researched and analyze competitor products and services and emerging market and industry trends.
- Identified, cultivated, and maintained relationships with strategic partners and spearheaded effective sales and market penetration strategies.
- Established and cultivated relationships with potential clients through referrals, cold calling, direct mail, email campaigns, social media, and business networking.
- Created and conducted high impact business presentations that educated potential clients on HPE's security strategies, products and services.
- Developed, executed, and evaluated marketing campaigns and business development strategies that generated interest and buzz around enterprise security products.
- Increased enterprise security products sales that resulted in 30% over quarterly and annual sales gross profit targets.
- Conducted business and marketing forecasting and monitored security business initiatives and made recommendations for customized solutions for prospective clients
- Assisted with branding and introducing new products to client markets.