

Jack M. Vincent

Sample Resume

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INVENTORY ♦ LOGISTICS ♦ CONTRACT MANAGEMENT ♦ PROCUREMENT

Professional with background in many aspects of supply chain management. Strong focus on cross-department collaboration, accurate reporting, process improvement and setting good priorities to improve customer service. Excels at finding win/win solutions for negotiation and long-term relationship building.

- Budget Analysis
- Contract Management and Compliance
- Forecasting and Planning
- Inventory Management for Multi-State Sites
- Produce and Grocery Industry Experience
- Vendor Negotiations

PROFESSIONAL EXPERIENCE

UNIVERSITY OF SOUTH FLORIDA, St. Petersburg, FL
Center for Ocean Technology

2003 – 2004

R&D center for College of Marine Sciences. Grant and contract funding comes from military, government, educational, private and nonprofit sources.

PURCHASING/CONTRACTS ADMINISTRATOR

Processed all requisitions for materials and services for the entire center (1400 purchases during one year totaling over \$4.4 M). Wrote Request For Proposals (RFPs) and wrote Statements of Work (SOW) for acquisitions over \$50K. Used USF Purchasing Card and PeopleSoft ERP system to place orders. Resolved vendor payment issues with accounts payable department.

Selected Accomplishments:

- Created Excel database to measure purchasing process bottlenecks and provide internal customers with order information. Created metrics used in an executive Purchasing Report.
- Handled Program Management duties including verifying purchases allowable within grant or contract budgets. Reconciled equipment purchases for an upcoming audit.

L-3 COMMUNICATIONS, SECURITY & DETECTION SYSTEMS, St. Petersburg, FL

2002 – 2003

Global leading supplier of x-ray security screening systems for aviation, transportation and public building security markets. Division of L-3 Communications, a Fortune 500 merchant supplier of high technology products to the aerospace and defense industries. Fast-growth company responding to government mandates for increased security after 9/11.

LOGISTICS COORDINATOR / BUYER II (Concurrent positions; supervised six)

Logistics: Managed day-to-day operation of the logistics department under a government contract for direct material and services. Implemented new processes to ensure Customer Support Department complied with prime contract, corporate requirements and divisional operating procedures. Worked closely with Finance Office and Contracts office to ensure costs were in line with contracts.

Purchasing: Accountable for all department purchasing activity.

Inventory Management: Managed \$14 million in spare parts inventory for 4 different prime contracts. Forecasted all spare parts requirements. Initiated all subcontracts including blanket subcontract orders.

Selected Accomplishments:

- Established cycle count program to reconcile inventory at over 50 locations throughout the US.
- Initiated the use of a blanket purchase order process for RTV (Return To Vendor) items to significantly reduce turnaround time of faulty spare parts, exceeding divisional metrics goals.

PROFESSIONAL EXPERIENCE (Continued)

- Implemented and managed new courier contract to meet required prime contract obligations.
- Created tunnel parts list for one product line. Initiated creation of an IPL (Illustrated Parts List) used by on-site technicians to order parts for supporting field systems.
- Key player in implementation of MRP system (Minx) and maintenance tracking software (Clear Support).

BUYER I

2002

Handled forecasting and global sourcing for the entire facility including direct material for production, spare parts, maintenance equipment, R&D buys (Engineering and Software groups) networking equipment (IT group), and other MRO (Maintenance, Repairs, Operations) requirements. Purchased and managed critical parts for the Customer Support Organization including emergency requirements for on-site systems. Used small disadvantage businesses and minority suppliers for prime contract compliance when possible.

Selected achievements:

- Sourced BOM (Bill of Material) and ordered scanner Mobility Kit as a condition of the prime contract. Achieved \$6,000 savings under budget.

PUBLIX SUPERMARKETS, INC., St. Petersburg and Tallahassee, FL

1995 – 2001

Largest and fastest-growing employee-owned supermarket chain in the United States.

PRODUCE CLERK: TEAM LEADER *(Job and scholarship paid for over 70% of college expenses)*

Managed daily inventory and ordering of produce department. Used historical data to forecast sales for ordering. Trained new associates and provided customer service to increase sales. Merchandised promotion items in the weekly flyer.

EDUCATION and PROFESSIONAL TRAINING

The Florida State University, Tallahassee, FL
Bachelor of Science in Marketing, December 2001
GPA: 3.0/4.0 in major courses

Ken Blanchard Companies: Situational Leadership training
NAPM: Cost Reduction and Cost Avoidance Strategies seminar

TECHNICAL EXPERTISE

Minx MRP: Purchasing and Inventory suites
PeopleSoft: Purchasing and Accounts Payable modules
Clarify CRM: Clear Support and Clear Logistics
Microsoft Office: Word, Excel, PowerPoint

AFFILIATIONS and AWARDS

Institute for Supply Management (ISM), *member*
NAPM-FGC (ISM affiliate) Board of Directors, Committee Member, 2001-2002
NIGP, Tallahassee Area Chapter
John J. Hittinger Public Purchasing Scholarship recipient, 2001