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CONTRACTS/SUBCONTRACTS & PURCHASING PROFESSIONAL

CAREER OBJECTIVE

To obtain a challenging position as Procurement and Contract Administrative Specialist with an innovative organization, enabling me to utilize my diverse skills.

SUMMARY OF QUALIFICATIONS

- Self-motivated team leader who works equally well independently. Challenger of the status quo and champion of new initiatives.
- Strong multitasking skills to excel in a fast paced environment.
- Proven problem solver able to grasp complex problems, then formulate and execute effective solutions.
- Recognized by supervisors and peers for skills in communicating, motivating, organizing, evaluating, and problem solving.
- Highly resourceful critical thinker who is focused on customer satisfaction, both internal and external, and is results-oriented.
- Proven abilities in governmental purchasing and contract management.

PROFESSIONAL EXPERIENCE

L-3 COMMUNICATIONS, SECURITY & DETECTION SYSTEMS

07/02 – Present

Logistics Coordinator / Buyer II

Responsible for the day-to-day operation of the logistics department, supervise a six-person team and manage shipping, receiving, and inventory for the Customer Support Department. Directly accountable for all purchasing activity for the department. Established processes to ensure Customer Support Department complies with prime contract, corporate requirements and divisional operating procedures relative to logistics requirements. Manage logistics requirements under a Government Contract for direct material and service. Work closely with the Finance Office and Contracts Office to insure cost are in-line with contract. Examples of achievements:

- Effectively manage \$14 million in spare parts inventory for 4 different prime contracts.
- Established cycle count program to reconcile inventory at over 50 locations throughout the US.
- Forecast all spare parts requirements.
- Initiate all spare parts subcontracts, including blanket subcontract orders.
- Implement and manage courier contract to meet our required prime contract obligations.
- Saved in excess of \$65k by utilizing extensive knowledge in purchasing.
- Created tunnel parts list for one of our product lines and initiated the creation of an IPL (Illustrated Parts List) used by on-site technicians to order parts for supporting fielded systems.
- 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.
- Generate monthly metrics presentation for an executive report.
- Key player in implementation of MRP system (Minx) and maintenance tracking software (Clear Support).

Buyer I

03/02 – 07/02

Responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluated vendor quotes and services to determine most desirable suppliers. Accountable of a broad range of procurement for the entire facility during my duration to include, but not limited to direct material for production, R&D buys for the Engineering and Software groups, networking equipment for the I.T. group, and any other MRO (Maintenance, Repairs, Operations) purchasing required. Examples of achievements:

- Global sourcing and international procurement of maintenance equipment.
- Established BOM (Bill of Material), sourced, and ordered (at a \$6,000 savings under allotted budget) scanner Mobility Kit as a condition of the prime contract.
- Purchased and managed critical parts for the Customer Support Organization and procured emergency requirements for on-site systems.
- Worked closely with Planner to forecast and procure material for production build requirements.
- Managed the spare parts portion of our main supplier's contract.
- Utilized small disadvantage businesses and minority suppliers whenever possible to comply with prime contract requirements.

PUBLIX SUPERMARKETS, INC
Produce Clerk (Team Leader)

12/01 – 02/95

This job and scholarship paid for over 70% of my college expense. Responsibilities included:

- Customer Service
- FIFO (first in, first out) Inventory
- Merchandising
- Training

EDUCATION

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

JOB RELATED TRAINING & COMPUTER SKILLS

The Ken Blanchard Companies - Situational Leadership training
NAPM Cost Reduction and Cost Avoidance Strategies seminar
Proficiency in Microsoft Word and Excel and a working knowledge of PowerPoint and Outlook..
Minx MRP – Expert in Purchasing and Inventory suites
Clarify CRM– Working knowledge of Clear Support and Clear Logistics

AFFILIATIONS & AWARDS

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

References available upon request