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## Procurement Administrator Resume

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### Job Objective

Looking for work as a Procurement Administrator within the organization in order to advance and grow in the industry.

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### Highlights of Qualifications:

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- Remarkable experience in buying and selling key commodity
  - Huge knowledge of leadership role and BCBSM buying
  - Deep knowledge of principles of purchasing and import procedures
  - Familiarity with EPCM contracting strategies
  - Amazing ability to outline formal justification
  - Outstanding ability to manage independently
  - Superior communication and liaison skills
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### Professional Experience:

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Procurement Administrator  
Blue Cross Blue Shield, Masonville, NY  
November 2007 – Present

- Headed team to develop sourcing strategies.
- Coordinated with business units.
- Supervised cross functional team.
- Managed gathering of data and analysis of supplier qualification.
- Established service level agreements.
- Outlined negotiation strategies and evaluated supplier diversity opportunities.

Procurement Administrator  
L-3 Communications, Masonville, NY  
December 2003 – October 2007

- Maintained data base for compliance with requirements.
  - Handled supplier surveys from Purchasing, Quality, Engineering and Finance.
  - Managed database on Approved Supplier List.
  - Updated PO files and documented retention requirements.
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### Education:

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Bachelor's Degree in Supply Chain Management  
Beloit College, Beloit, WI

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