
Procurement Clerk Resume

Job Objective

To obtain a Procurement Clerk position that fully utilizes my experience and abilities.

Work Experience:

Procurement Clerk
URS Corporation, Portland, OR
May 2004 – Present

- Generated purchase orders, track deliveries and support billing process.
- Processed purchase requirements and obtained multiple quotes.
- Administered preparing, controlling and verifying procurement documents.
- Assembled payment and purchase card detail.
- Ensured payment upon final approval using government purchase card authorization.

Procurement Clerk
Randstad, Portland, OR
March 2002– April 2004

- Assembled data from files and other records.
 - Monitored administration of contracts for supplies, equipment and services.
 - Monitored progress of contractors.
 - Recommended payment and non-payment to contracting officer.
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Summary of Qualifications:

- Huge experience in procuring goods and services
 - Familiar with procuring materials for office needs
 - Deep knowledge in processing purchase orders
 - Knowledge of procuring required materials for projects
 - Ability to gather and compile information on a variety of contract administration
 - Ability to handle and resolve payment problems
 - Familiar with administrative practices, procedures and policies
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Education:

Associates degree in Accounting
Cuyahoga Community College District, Cleveland, OH

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