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## Procurement Clerk Resume

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### Job Objective

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

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### Work Experience:

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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:

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- 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:

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

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