
Procurement Specialist Resume

Job Objective

Looking for work with your company as a Procurement Specialist in the field to help further the company as well as my own experience.

Highlights of Qualifications:

- Certification in FAR and ISM
 - Admirable experience in supply sourcing, procuring military requirements and purchasing various commodities
 - Outstanding knowledge of purchasing methods and procedures
 - Thorough knowledge of book keeping principles and its application
 - Remarkable ability to supervise working of employees for purchasing duties
 - Exceptional ability to interpret technical specifications and drawings
 - Skilled to plan strategies
 - Excellent skills to work in a fast pace environment and multi task
 - Proficient in analyzing all supplies and materials
 - Solid understanding of public law and FAR regulations
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Professional Experience:

Procurement Specialist

Louisiana Department of State Civil Service, Sugar Land, TX

May 2006 – Present

- Maintained a supply base for base paper and adhesive raw materials.
- Coordinated with various departments for purchasing activities and maintaining inventory in an effective manner.
- Administered all purchase requisitions and processed all purchase change orders.
- Performed cost analysis on all major commodities and planned its volume.
- Monitored work of assigned subcontractors and scheduled its cost.
- Developed new supply sources and recommended various cost saving proposals.
- Collaborated with Quality Control and suppliers and resolved all quality issues.
- Trained procurement team in getting management approvals for commodities.

Procurement Specialist

PG&E Corporation, Sugar Land, TX

March 2003 – April 2006

- Managed financial tracking and billing process and prepared purchase orders.
 - Coordinated with daily and third party logistics provider and managed inventory.
 - Monitored all sending materials orders and ensured appropriate data transmissions according to schedule.
 - Evaluated daily inventory receipts and prepared reports to be presented to third party logistics provider.
 - Provided support to procurement management teams and answered all inquiries for product availability.
 - Ensured compliance to all company and departmental guidelines.
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Education:

Associate Degree in Business Management

Alfred University, Alfred, NY

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