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# PROCUREMENT TECHNICIAN RESUME

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## Objective:

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To seek a responsible and challenging Procurement Technician position by associating with a growing organization.

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## Summary of Skills:

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- In-depth Knowledge of the procurement process
  - Operational knowledge of enterprise business system and automated procurement systems
  - Sound knowledge of contract clauses and laws
  - Ability to research fact, compare documents
  - Ability to analyze situation and solve problems
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## Work Experience:

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Procurement Technician  
Adecco Technical, Oak Brook, IL  
August 2005 to till date

- Supported procurement procedure.
- Analyzed procurement data and provided assistance to contract specialists.
- Reviewed clerical support techniques and procedures.
- Used electronic typewriters, computer terminals and software.
- Processed different types of documents while maintaining a backup.

Procurement Technician  
Genentech, Oak Brook, IL  
May 2000 to July 2005

- Finalized all types of procurement documents.
  - Processed delivery orders against Long-Term Contracts.
  - Performed market research, resolved issues and drafted summary.
  - Analyzed and determined corrective actions and executed accordingly.
  - Ensured that vendors' activities were adhered to contracting terms and conditions.
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## Education:

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Associate Degree in Applied Science  
Ashland Community College, Ashland, KY

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