

SOURCING ANALYST RESUME

Job Objective:

Sourcing Analyst position in an established company.

Highlights of Qualifications:

- Sound knowledge of strategic sourcing and procurement systems
- Ability to communicate with associates at all levels
- Proficient with project management and ERP/MRP systems
- Ability to maintain confidentiality of information when necessary
- Ability to interact with all clients and suppliers
- Ability to identify problems and recommending solutions
- Excellent analytical, problem solving and critical thinking skills

Professional Experience:

Sourcing Analyst
Rockwell Automation, Atlanta, GA
August 2005 – Present

- Analyzed and determined market trends and conditions.
- Assessed market conditions and developed procurement and sourcing strategies.
- Provided analytical support to a dynamic strategic sourcing team.
- Negotiated contracts, established sourcing relationships and managed customer-related programs in designated category.

Sourcing Analyst
Gap Inc., Atlanta, GA
May 2000 – July 2005

- Supported and managed strategic sourcing project work plans.
- Developed and prepared total cost of ownership baselines for products and services.
- Identified and supported strategic business relationships, internally and externally.
- Developed and maintained supplier performance review metrics and scorecards.
- Provided periodic and ad hoc spend analysis reports.
- Identified ongoing opportunities and approaches for streamlining analytical processes.

Education:

Bachelor's degree in Business Administration
Boston College, Chestnut Hill, MA

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