
Supply Management Specialist Resume

Job Objective

To work as a Supply Management Specialist for the right company seeking dependable employees. Looking to use my past skills and experience in the specialist field in order to help the company advance.

Highlights of Qualifications:

- Profound knowledge of standardized supply management regulations, principles
 - In-depth knowledge of storage procedures
 - Ability to ensure appropriate and adequate support to training facilities
 - Ability to manage stock levels taking into consideration future demands and funds availability
 - Proficient with automated systems (RIFMSS, IFS-CS, FMDS and Supply 2000)
 - Ability to communicate effectively and provide quality customer service to supported customers
 - Excellent communication and documentation skills
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Professional Experience:

Supply Management Specialist
ADM, Sewanee, TN
May 2006 – Present

- Assured timelines and compliance measurements to project goals.
- Obtained support from manufacturing plant resources.
- Reported project costs in comparison to budget.
- Provided project schedule date changes to customers building trust in interactions.
- Published status report updates to upper management.

Supply Management Specialist
Coventry Health Care, Sewanee, TN
March 2003 – April 2006

- Constantly achieved new suppliers who provided optimal value to the Company.
 - Assured currency and accuracy of standards and specifications with business clients.
 - Analyzed and kept a track of industry.
 - Ensured adherence to centralized supplier agreements and standardization programs throughout the Company.
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Education:

Bachelor's Degree in Supplychain Management
William Paterson University, Wayne, NJ

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