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## Supply Management Specialist Resume

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### 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.

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### Highlights of Qualifications:

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- 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:

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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:

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Bachelor's Degree in Supplychain Management

William Paterson University, Wayne, NJ

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