
Vendor Relationship Manager Resume

Job Objective

Hard-working, self-motivated Vendor Relationship Manager seeks a full-time position with reputable organization.

Highlights of Qualifications:

- Admirable experience in managing IT vendor contracts, selection process and developing performance indicators for vendors
 - Expertise in vendor management
 - Profound knowledge of accounting procedures and processes
 - Deep knowledge of supply chain
 - Remarkable ability to develop and presentations for clients
 - Outstanding ability to summarize large data for vendors
 - Proficient in providing optimal customer services
 - Familiarity in retail technology and its processes
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Professional Experience:

Vendor Relationship Manager
Kinecta Federal Credit Union, Alto, TX
October 2008 – Present

- Developed and maintained good working relations with vendors.
- Administered all contracts and developed initiatives for enterprises.
- Oversaw all procurement and RFP processes and issued necessary purchase orders.
- Managed all classification programs for vendors.
- Coordinated with various departments made site visits and prepared vendor plans.
- Analyzed and prepared reports on vendor spend and demand.
- Ensured optimal services from vendors and maintained score cards for each individual vendor.
- Assisted stakeholders and sponsors and developed initiatives for vendors and departments.

Vendor Relations Supervisor
Discover Financial Services, Alto, TX
August 2003 – September 2008

- Monitored vendor and identified all issues in delivery process and resolved it.
- Maintained good relationship with vendors and ensured cost effective methods.
- Ensured vendors maintain quality of services and incorporated all organization standards.
- Assisted Distribution Centre managers and identified opportunities for improvement.
- Analyzed supply chain and prepared reports for effectiveness of programs.
- Organized monthly meetings and evaluated work of each vendor.

Vendor Relations Representative
AFLAC, Alto, TX
May 1998 – July 2003

- Monitored vendor work and identified all issues and recommended resolution to prevent its reoccurrence.
 - Maintained good relations with customers and vendors and developed strategies to reduce issues.
 - Coordinated with trade vendors and merchandising group and resolved all disputes.
 - Evaluated all work performed by vendors.
 - Provided technical support to all external and internal customer groups.
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Education:

Bachelor's Degree in Business Administration
North Greenville University, Tigerville, SC

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