

Medical Mutual of Ohio, Cleveland OH

2002 - 2003

An Ohio based health care provider of affordable group and personal health insurance plans.

**Manager, Purchasing**

Responsible for overall purchasing activities via 5 multi-site purchasing agents and \$100M annual spend.

- ❑ Configured, implemented and project led Oracle 11i Purchasing and I-Procurement applications.
- ❑ Developed and managed centralized purchasing policy, bid policy, travel and business entertainment policies.
- ❑ Drove 15% savings in general office supplies and paper; 12% savings in computer equipment/ supplies

americangreetings.com, Cleveland OH

1999 - 2002

Since renamed as AG Interactive, this subsidiary of American Greetings Corporation is an online distributor of electronic greetings cards and products.

**Purchasing & Facilities Manager**

- ❑ Configured, implemented, and project led Oracle 11i Financials/Purchasing becoming system administrator.
- ❑ Managed RFX process, savings of \$2.1 million negotiated of an estimated annual spend of \$50 million.
- ❑ Responsible for all contracts & agreements regarding \$3 million build-out of new general offices.
- ❑ Developed and manage purchasing policy, P-Card program and e-commerce activities for purchasing.
- ❑ Negotiated leases for multiple building sites and technology equipment.

Telxon Corporation, Akron Ohio

1992 - 1999

Since merged with Motorola, this firm was a leading manufacturer of integrated enterprise mobility devices for inventory control.

**Manager, Purchasing Services**

1997 - 1999

Responsible for overall corporate procurement activities including MRO, supplies, capital equipment, computer hardware and software and small package freight. Managed Purchasing Services Group, consisting of corporate (indirect) Purchasing, and Office Services personnel totaling 15 associates. Overall yearly Purchasing expenditures estimated at \$22 million.

- ❑ Driving force behind implementation of corporate purchasing and receiving modules within Oracle ERP.
- ❑ Negotiated and administered corporate-wide annual agreements and contracts for services, with qualified vendors resulting in increased efficiencies and savings of \$500,000.
- ❑ Incurred contracted Mail Center Operation (Shipping/Receiving/Mail) realizing annual savings of \$100,000.
- ❑ Developed Corporate Purchasing Procedures and Policies and tools to monitor buyer and vendor performance.

**Senior Buyer Contract Administrator**

1996 - 1997

- ❑ Procurement activities in support of 40 field sales offices and corporate office to include MRO activities, IT equipment and overall contract services. Managed VLA for software purchases.
- ❑ Managed all purchasing/supply agreement terms and conditions.
- ❑ Supervised 5 members in Office Services group.

**Corporate Buyer**

1994-1996

**Buyer/Planner**

1993-1994

**Purchasing Coordinator**

1992-1993

- ❑ MRO procurement activities, as well as electrical components in support of new product development.
- ❑ Performed role as primary purchasing support for IT buying of client computing and data center devices.
- ❑ Evaluated business tools for procurement staff for operational effectiveness.

**EDUCATION & TRAINING**

- ❑ Formal Education: Bachelor of Science in Business Administration, Finance; The University of Akron, 01/1991.
- ❑ Continuing Education: Managing Multiple Projects Objectives & Deadlines; How to Win at Negotiations; Legal Aspects of Purchasing; Cost Effective MRO Management; Lean Principles; Oracle eBusiness Suite
- ❑ Implementations: Oracle 11i Purchasing, iProcurement and eSourcing; Concur Travel & Expense
- ❑ Business software: MAPICS/Infor XA, Microsoft Office Pro, Project, PowerPoint, Visio and AutoCAD LT2000.

**PROFESSIONAL AFFILIATIONS and INTERESTS**

- ❑ Member of National Association of Purchasing Managers, Akron OH Chapter (NAPM-Akron), and Institute of Supply Management (ISM) 1994-current
- ❑ Member of Institute of Facility Management, 2006-2009
- ❑ Authored e-Procurement project management article in Inside Supply Management (ISM) magazine May 2005, titled: "Implementing an E-Procurement Solution"
- ❑ Authored best practices in p-card development in Business Finance magazine November 2005, titled "Purchasing Card: The Evolution Continues"

Resume

