

Catina Smith

New York, NY

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Secure a position that will challenge me further, while allowing me to contribute to the growth of the organization.

Authorized to work in the US for any employer

WORK EXPERIENCE

Supervisor

RGIS INVENTORY SPECIALISTS - New York, NY - 1994 to Present

Train newly hired auditors and newly appointed supervisors.

- ◆ Maintain a team of 15-25 auditors.
- ◆ Review and assign work schedules.
- ◆ Conduct manual inventories of retail and grocery establishments.
- ◆ Process inventory payroll.
- ◆ Update, download, maintain, and transmit inventory files to and from on-site satellite network stations.
- ◆ Transport, deliver, pick up, and maintain internal inventory equipment.
- ◆ Chauffeur staff to and from out-of-state inventories in 7-15 passenger vehicles.

Buyer

SUNY Downstate Medical Center - Brooklyn, NY - 1999 to 2013

Analyze campus Purchase Requisitions.

- ◆ Solicit and negotiate competitive pricing from vendors.
- ◆ Evaluate submitted bids for lowest possible pricing and/or contract pricing.
- ◆ Develop and maintain Vendor/Buyer and Buyer/Department relationships.
- ◆ Process and expedite completed Purchase Orders to all departments.
- ◆ Manage and resolve Vendor, Department, and Accounts Payable queries as well as other order concerns.
- ◆ Manage large volume faxing, filing, mailing, and phone inquiries.
- ◆ Assisted in the development and implementation of multiple campus-wide Desk-to-Desk Office Supply Ordering System.
- ◆ Train newly hired Purchasing employees with the operations of the SUNY Procurement Web System and GAAP System.
- ◆ Train departmental end users with the operations of multiple desktop ordering systems (Staples, Office Depot, Dupli Printing).
- ◆ Maintain multiple campus online ordering systems.
- ◆ Develop End-User Training & Reference Materials.

EDUCATION

Certificate in Education/training/awards

EMPIRE STATE COLLEGE - New York, NY

2013 to Present

SUNY DOWNSTATE MEDICAL CENTER - Brooklyn, NY

January 2006

SUNY Downstate Medical Center

ADDITIONAL INFORMATION

- ◆ Several years of supervisory experience in both public and private industries with increasing levels of responsibility.
- ◆ Well-developed communication and customer service skills.
- ◆ Knowledgeable in computer and technical operations.
- ◆ Knowledgeable of SUNY GAAP System/SUNY Procurement Web System/Lawson System.
- ◆ Ability to comprehend and communicate NYS OGS policies and procedures.
- ◆ Ability to multitask and thrive in a fast paced environment.

Technical Skills

- ◆ Over 15 years of experience in Microsoft Office applications (Word, Excel, PowerPoint, Publisher).
- ◆ Over 13 years of experience in SUNY GAAP operations.
- ◆ Over 5 years of experience in SUNY Procurement Web System operations.
- ◆ Over 2 years of experience in Lawson operations.
- ◆ Extranet and Internet (as resource tools).
- ◆ Typing - 60+ WPM