

CLOVIS JONES

SUMMARY

- Looking to obtain a position in Procurement.
- Ability to identify/prioritize project tasks and risk and utilize resources based upon need and projected needs of the organization.
- Experience with all areas of Material Management and the needs of the organization.

EXPERIENCE

McGee Company

June 2019- November 2019

Generated purchase orders for multiple sites

Confirmed and updated all information as it pertained to purchase orders and data base.

Communicated with vendors and users as to order status and timelines for products and services needed.

Monitored and managed inventory levels.

Assisted Accounts Receivables and Accounts Payable to ensure accuracy of information, including pricing.

BIOSCRIPT INC.

Purchasing Coordinator

December 2018 – May 2019

- Oversee the formation and administration of purchase orders.
- Adheres to formulary management (including database management), to work off an established requirements and prior approved guidelines.
- Responsible for administration of commitments, monitoring supplier performance, back charge procedures, and the resolution of claims and disputes.
- Communicate with franchise and franchise managers to assist the development process and establish structure for growth.
- Proficiency in all phases of procurement including knowledge of and skill in communicating effectively with suppliers. Bidder prequalification and preparation of bidders lists. Negotiation of contracted terms and conditions, and award of commitments.

THE MENTAL HEALTH CENTER OF DENVER

Purchasing Agent

August 2012 – October 2018

Forecast and planning

Vendor Management

- Screens requisitions, purchase orders, vouchers, and reports for accuracy and conformance with agency policies and regulations.
- Supported multiple sites and performed all Purchasing functions as it relates to ordering, vendor management and Inventory accuracy.
- Performs related work as required

SAINT JOSEPH HOSPITAL

Central Distribution Supervisor

November 2001 – January 2012

- Provided supervision of the Central Distribution Department staff, including the hiring, training and evaluation of work performance.

- Completed all necessary Management duties associated with the position including maintaining the various stock level throughout the site and well as the Central Distribution department.
- Conducted all Management duties associated with the position.
- Performs related work as required.

VISITING NURSE ASSOCIATION

Purchasing Manager

May 2001 – November 2001

- Managed the Purchasing and Distribution Department.
- Performed the duties of facility manager, including negotiating and overseeing electrical and plumbing services were performed as contracted.
- Managed inventory levels to utilize budget.
- Managed the mailroom process including the incoming and outgoing parcels.

EDUCATION

High School Diploma

Thomas Jefferson High School

ADDITIONAL TRAINING

- Career Services, City and County US-Colorado-Denver, Supervisor Training Course, USAF
- School of Healthcare Sciences US-Texas-Wichita Falls, Materials Management Supervisor Course
- School of Healthcare Science Philippines-Angeles City-Clark AB, On the Job Training Course, USAF
- School of Healthcare Sciences US-Texas-Wichita Falls, Material Management Specialist Course, USAF
- Metro State College US-Colorado-Denver, Business Administration Courses

Skills

Microsoft Office

☐ Implementation of SAP & ERP Systems, Including submission for RFI & RFQ for system programs needed to support the organization needs.

☐ Material Forecasting

☐ Project Planning / Management

☐ Contract Knowledge

☐ Negotiation Skills

☐ Advanced Computer Skills

☐ Manager / Supervisor Experience