

ERIN C. McCAFFREY
RESUME OF QUALIFICATIONS

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Firestone, CO 80504
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Accomplishments:

Automated system approvals via Adobe

\$75K/year savings: Created automated process for on-boarding contingent labor reducing the number of redundant data entry thus creating efficiency and soft savings.

\$100K/month savings: Implemented audits and controls around travel requiring trip pre-approval and mandates to identify acceptable expense items.

\$1.4M/year savings: Successfully researched and implemented travel portal to enforce new travel policies. Cost containment measures and strict auditing allowed for significant travel savings

\$500K/year savings: Manuals used to be ordered and sent via hardcopy which are expensive, space consuming and completely impractical. By changing to manuals on CD, inventory levels decreased and cost of materials declined.

\$280K inventory reduction: Negotiation with key suppliers, review of item attributes that affect qty's on hand, successfully reduced inventory dollars in the first year. This trend will continue.

Education:

ISCEA – CSCA Certification (Certified Supply Chain Analyst)

Professional Experience:

LGS Innovations, LLC January 2015 - March 2018
Westminster, CO
Buyer/Planner

Vendor Relations - custom metals
Competitive bid completion and documentation
Automation of Purchase order processing - Time savings on processing
Sale of Inventory that is no longer needed, so we don't have to dispose of. So far up to \$45K
RFI/RFQ Execution
Invoice Review
Contract review/negotiation- NDAs, volume agreements
New Product cost containment
Material Planning - Long lead time items had to order in time for build.
Purchase Order Execution – Oracle

Particle Measuring Systems July-2011 to January 2015
Boulder, CO
Buyer/Planner III

Vendor Relations
RFI/RFQ Execution
Invoice Review
Engineering Project Management
Contract review/negotiation- ND
New Product (R&D) part sourcing and negotiation
New Product cost containment
Lean Manufacturing
Material Planning

Purchase Order Execution – 4th Shift/IFS - Used for SaaS.

Pendum LLC. July-2009 to February-2011
Denver, CO
Strategic Sourcing Manager

Supported IT and internal material needs. Negotiated contracts with suppliers such as Dell for laptops and Xerox for printer maintenance. Able to create cost savings consolidating national contracts. Also responsible for all software licensing and implementation of internal software maintenance. Handled purchasing of all office supplies.

Vendor Relations
Business Process Improvement Development and Implementation
Redundancy and efficiency evaluation and process change management.
RFI/RFQ Execution
Invoice Review
IT Support and Program Management
Project Management
Contract review/negotiation
Lease Management and Negotiation
Site Spec and Vault Equipment Standardization
Travel Portal Implementation/Management - Concur
Travel Compliance Audit and Analysis
Purchase Order Execution – Great Plains

MicroMotion, Inc. May-2007 to April-2009
Boulder, CO
Buyer- (Manufacturing)

Purchase Order Execution
Supplier Management
Oracle Supplier Database Administration and Maintenance
Lean-manufacturing support/Inventory control.
RMA process management.
Redundancy and efficiency evaluation and process change management.
Kan-ban program evaluation and management.
Parts shortage analysis and resolution.
Oracle ASCP.
Website Maintenance
Invoice Review
Contract review/negotiation

Level 3 Communications, Inc. September-1998 to March-2007
Broomfield, CO
Sr. Analyst

On Boarding/Off Boarding of all Contingent Labor
Cost Savings Initiatives (Set Maximum Bill Rate and ensure Supplier Compliance)
Contract Review and Negotiations
Internal Customer Service (Global and Domestic)
Procurement IT support
System-Integrity Test and Assurance
Supplier Management
System Tracking Oracle 11.03 HR Database Entry

Risk Management (Ensure Contractor Assignment on Schedule)
Purchase Order Execution (Oracle Financial database)
Oracle Supplier Database Administration and Maintenance
National Office Supply-Support
Oracle Database Receipt Tracking
Invoice Review
Website Development and Maintenance
Corporate Travel Management (Global and Domestic)
Corporate Card and P-Card Administration
Sarbanes Oxley Compliance

Computer Skills:

4th Shift

Great Plains

Excel, Word, Power-point and Access

Oracle 11.03 and 11i/ Light SQL query/ Oracle Discoverer/ Remedy/ HTML

Outlook/ Oracle ASCP

Java script

Other training:

Six-Sigma Greenbelt

Employment Law Fundamentals

Moments of Truth – Customer service training

CIP Training (Continuous Improvement Process)