

Holly B. Reynolds

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PROCUREMENT | PURCHASING | BUYER | FACILITIES MANAGER

Versatile performer with proven ability to recruit, develop and lead teams in profitable delivery of customer excellence in demanding environments.

- **An energetic, enthusiastic leader by example** who instills a strong work ethic and a can-do attitude, training teams in quality customer service and technical project execution. Successfully proven to work alone as a telecommuter and within an on-site office atmosphere.
- **Process-oriented and efficient**, creating and implementing policies, procedures, and training tools to drive on-target delivery of multiple concurrent purchases.
- **Positive, respectful, diplomatic communicator** who effectively represents the company to key customers and vendors.
- **Profit-focused**, creating and implementing project budgets, increasing revenues through targeted sales and customer service approaches while continually reducing costs by implementing efficient processes and negotiating purchases with vendors.

PROFESSIONAL EXPERIENCE

CH2M HILL - OMI - Operations & Maintenance

Denver, CO

Buyer II, 11/2008 - 10/2016

- Coordinate the procurement of goods and administer assigned purchase orders to accomplish project or group objectives and obligations. Prepare bidder lists, qualify bidders, prepare RFP's and conduct bid evaluations. Recommend source selections, lead purchase order negotiations.
- Utilize established policies, procedures, systems, and tools to assure maximum contribution. Evaluate facts surrounding purchase order related problems, determine the most appropriate remedial actions and implement such actions through available means.
- Prepare and administer subcontracts including change order processing, ensuring compliance with contractual terms and applicable regulations, invoice processing and verification, and performance evaluation ensuring supplier compliance in a cost-effective, timely and responsive manner.
- Identify and advise management of purchase order-related risks including supplier performance history. Preparation of proposal deliverables, such as pricing of materials. Work with the projects and the RBA on the budgeting process to effectively process purchases. Track expenses for budgeting & cost savings.

Accomplishments - Annual Cost Savings averaged \$400k consistently exceeding annual goal. Created various spreadsheets utilized by our procurement group for budget tracking, tracking chemical costs, PO & Subcontract agreements & Procurement Plan requirements for annual submissions. Initiate process to streamline project State Tax requirements. Provided training to all projects on company policies, processes & PO requirements. I created additional website folders through the company SharePoint in order for each my projects to utilize & save all communication & documents related to procurement with a goal to be paperless.

CMS GlobalSoft, Inc. - Software Consultant
VA

Springfield,

Office Manager/AR/AP/HR, 3/2005 to 9/2008

- **Human Resources** - Process Payroll, maintain employee files, absence requests, new employee orientation, maintain benefits for employees. Responsible for recruiting staff for the office and providing orientation and training to new employees. Organize orientation of new staff members
- **Accounting Assistant** - Accounts payable and accounts receivable, process expense reports, manage sales tax for various states, FICA and Federal filings, monthly and quarterly tax filing. Ensured timely payments of vendor invoices and expense vouchers and maintained accurate records and control reports. Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time. Process customer

invoicing. Managed collection activities, record banking activity, sent follow-up inquiries, followed up bi-weekly with past due accounts and referred accounts to collection agencies if needed.

- **Office Manager** – Answer incoming calls, monitor and maintain office supplies inventory. Review, approve and process office supply acquisitions. Maintain company and client files, create and process sales and maintenance contracts for new and existing clients, update company data base with client information. Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands. Organize office operations and procedures. Coordinate with IT department on all office equipment. Establish a historical reference for the office by outlining procedures for protection, retention, record disposal. Ensured office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems. Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office. Participate actively in the planning and execution of company events.

Peter N. G. Schwartz Management – Property Management
Washington DC

Assistant Property Manager, 10/2004 to 3/ 2005

- Assisted in the management & maintenance of two office buildings and two apartment buildings. Identify and advise management of required building repairs and safety concerns. Initial client contact regarding available office space, building issues or safety concerns. Maintain upkeep of exterior and interior of buildings. Prepare bidder lists, qualify bidders, prepare RFP's and conduct bid evaluations. Issue RFP's to qualified vendors and suppliers, negotiate pricing for new construction, maintenance and remodeling projects. Recommend source selections to upper management. Process purchase orders and change orders prior to execution of agreements. Prepare, execute and maintain tenant lease files. Coordinate and schedule purchase of materials and equipment delivery for office renovations. Coordinate meetings with clients and architects for new space and remodeling projects. Organize and lead meetings with construction contractor's bidding on building repairs, maintenance and renovations. Oversee all aspects of construction to meet deadlines. Coordinate and manage all aspects of office relocations and set up. Assist in budget planning, new lease agreements and subcontractor contract renewals.

Office of the Chief Technology Officer – Government
Washington DC

Facilities Manager 8/2003 to 9/2004

- Coordinate the procurement of goods and administer assigned purchase orders to accomplish project or group objectives and obligations. Prepare bidder lists, qualify bidders, prepare requests for quotation, and conduct bid evaluations. Recommend source selections, lead purchase order negotiations, and prepare and issue purchase orders. Coordinate meetings with clients and architects for construction projects. Meet with construction contractors on bids for new projects. Coordinated bidding on renovation projects. Oversaw all aspects of construction to meet deadlines. Managed and coordinate all aspects of facility: office equipment, office supplies, furniture, relocations and office set up. Ensure all facilities are properly maintained, compliant with all codes and regulations. Process work orders to respond to ongoing maintenance and repair needs including scheduling and deploying contractor or specific trade.

Progressive Nursing Staffers – Temporary Nursing Agency
VA

Springfield,

Facilities/Purchasing Manager 3/1998 To 8/2003

- Managed 25 office locations. Set up and maintained each individual market and coordinate all aspects of facility: negotiate leases, bank accounts, phone lines, floor plan, furniture, all office supplies and equipment, promotional and marketing items, letterhead and stationary forms. Maintained company records through a record management company.

- Accounts Payable Manager 1998 - 2000 process expense reports. Ensured timely payments of vendor invoices and expense vouchers and maintained accurate records and control reports. Process customer invoicing
- 401K administrator 1998 - 2000

Software/Programs: ORACLE, Workflow, SharePoint, Arriba, Windows, Word, Excel, Power Point, Outlook, Adobe Acrobat, Salesforce, ADP, MYOB, Explorer, Firefox, Intacct Accounting software, Carepak, Accord Forms, Buildsoft.

Training Programs: Negotiation Training / Role Play / Team Discussion, Being a Master Negotiator, Managing Business Change, Art of Mindfulness, Take Back Your life, Blood Borne Pathogens, CPR/AED, Business Administration, Procurement Solutions Support (Oracle), Supplier Evaluations, Communicating with Tact and Finesse Webinar, Mastering Microsoft Excel Macros.