

John Jeffrey Kelsey

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Professional Summary

Successful purchasing professional with 14 + years experience. Comprehensive knowledge of large scale purchasing methods procedures contracts research methods and techniques. Strongly organized self-motivated and goal-oriented; refined ability to successfully communicate with the public other employees and vendors.

Skills

- Inventory report generation
- Client / Vendor relations
- Procurement and sourcing
- Negotiation
- Accounts Payable
- Word, Excel and Outlook
- Oracle based programs
- Accounting
- Medical terminology
- Large-scale purchasing methods

Experience

Supply Chain Center
Salt Lake City, UT
Buyer Cisco II
Jan 2004 - July 2018

- Create and implement rules regulations and processes for purchasing
- Negotiate purchases to ensure lowest cost consistent with company standards for quality products
- Maintain knowledge of the local representatives and distributors and build constructive relationships

Cottonwood Surgical Center
Salt Lake City, UT
Supply Coordinator
Jan 2004

Jan 2003 -