

JUDITH PUTNAM

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SUMMARY

Procurement Professional with broad experience in biotechnology seeks challenging purchasing position in growing company. Self-starter with strong skills in organization, communication, and problem-solving.

- Proficient in Visual purchasing software module.
- Proficient in NetSuite Oracle purchasing software module; Aestiva software module.
- Computer skills include Microsoft Word, Excel and Power Point.
- Completed JAS Cambridge Biomedical Careers Program; Certificate with Distinction.
- Over 12 years in quality service and documentation.

EDUCATION

Certificate, JAS Cambridge Biomedical Careers Program, BUNKER HILL COMMUNITY COLLEGE, Cambridge, MA 2002

Certificate of Distinction

EXPERIENCE

T2 BIOSYSTEMS INC, LEXINGTON, MA

2018 – 2021

130-person medical device company.

Buyer

- Place and process departmental purchase order entries using Visual software.
- Support MRO process and provide competent, reliable service to all company internal customers.
- Support manufacturing (reagent), facilities and R&D departmental purchase entries.
- Follow up on orders to ensure that materials are shipped and delivered on promise dates.
- Maintain positive and effective relationships with external suppliers/partnerships to achieve on-time deliveries.
- Negotiate best pricing with suppliers and mitigate risk to supply chain.
- Coordinate with suppliers on contract and reorders of goods and services.
- Liaison with inventory management supplier and ensure stock levels are maintained in stock areas.
- Support receiving and accounts payable resolving issues relating to PO discrepancies.
- Support new vendor requests for approval and update to Visual software.
- Compliance with Sarbanes-Oxley, ISO, Quality and corporate standards and policies.
- Other projects as needed to support operations.

GENOCEA BIOSCIENCES, Cambridge, MA

2016 – 2017

100-person start-up specializing in vaccine development.

Purchasing Administrator

- Place and process departmental purchase entries.
- Follow up on orders to ensure that materials are shipped and delivered on promise dates.
- Receive packages and reconcile receipts to purchase orders; reconcile in purchasing software.
- Efficient customer service to lab personnel that meets their timelines.
- Participate in research and negotiating repetitive purchases.
- Coordinate with suppliers on contract and reorders of goods and services.

JOULE UNLIMITED TECHNOLOGIES, Bedford, MA

2010 – 2015

120-person start-up specializing in innovative biofuel development.

Lab Services Supervisor

- Oversaw departmental purchase entries on intranet order request database; tracked orders status, edited user data entry errors, and provided comprehensive data for annual archive.
- Provided daily support to all labs, including glass washing and glass and equipment sterilization, media-making, maintaining and restocking of lab stockroom inventory, and filling purchasing requests of individual lab members.

References upon request.