

Kimberly Shively

Berthoud, CO 80513

k281@prodigy.net

937.215.6124

Authorized to work in the US for any employer

Work Experience

Procurement Specialist

CAE USA

August 2020 to Present

Responsible for:

- Acting upon Purchase Requisitions (PR) from Warfighter Program team
- Requesting quotes from vendors to ensure best pricing, terms, etc.
- Understanding/being aware of FAR and DFAR clauses from Government contracts that regulate purchasing
- Input PR requests into Cost Point system for PO issuance on correct Task Order (TO)
- Maintain Procurement Card reconciliation for monthly purchases - coding cost to appropriate TO
- Utilize multiple vendors for price comparison to ensure optimal best cost practice on all purchase requests - reviewing all points of sale (tax, shipping times and cost, lead time, etc.)
- Maintain log of Software and Hardware License renewals - work with Engineering team to review if still needed
- Ensure current EULA or Riders are on file for software purchases
- Ensure 3215 form for software is approved for software used on Government systems
- Work with Government customer and internal customer to procure items as expeditiously as possible
- Help with logistic needs when necessary - obtain quotes from freight companies, set up loads for pickup and/or delivery
- Manage open purchase requisitions and POs to provide delivery expectancy to the requestor and Finance team
- Provide material forecasts to Finance
- Maintain active security clearance

ASSISTANT OPERATIONS MANAGER

March 2018 to Present

NAVISTAR DEFENSE

Responsible for ensuring teams are operating efficiently and effectively to meet customer deadlines, controlling inventory to reduce obsolescence, and working with intercompany teams for on-time-delivery. Involved in budget preparation, quarterly goals, forecasting, logistics coordination, quality concerns, bill of material correctness, procurement, expediting, and process engineering functions. Responsible

for reviewing customer claims and taking appropriate action; reviewing supplier debits, and invoice discrepancies for resolution.

- Credited for the following: creating tools that enable Purchasing and Expediting teams to increase on-time-delivery to customers, improved communication with global customers, and developing reports enabling quick visual prompts of material shortages and/or overages.

HEAD BUYER/EXPEDITOR, ROLLINS3PL

January 2007 to March 2018

Controlled inventory levels to reduce excess and obsolescence, trained employees on processes and procedures along with existing and new systems, procured material, managed the Make assemblies, issued purchase orders and expedited material from supply base. Used Expandable software as WMS for MRP, reviewing inventory transactions, inventory levels, detailed part information, usage history, purchase order information, stock status history and min/max levels.

- Credited for the following: Implemented new procedures and processes in the department to significantly reduce late deliveries to customers. Created tools to help team function efficiently; which increased cohesiveness. Implemented processes improving communication between purchasing and operations teams.

Education

AAB

EASTERN GATEWAY COLLEGE

May 2019

Skills

- Leadership
- Client Relations
- Project Management
- Logistics
- Inventory Management
- Workforce Planning
- Time management
- Detail oriented
- Organized multi-tasker
- Communication
- Learns quickly
- Proficient in Microsoft Office; Excel, PowerPoint and Outlook
- Microsoft Office

Links

<http://linkedin.com/in/kim-shively>