

# Kyle Martin

Loveland, CO 80538

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(970) 744-1963

## Professional Summary

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### Supply Chain Project Manager / Strategic Sourcing Planner

Established as a customer service-focused, results-driven, supply chain professional. Strong project management purchasing/planning/forecasting skills.

Emphasis on stakeholder satisfaction and vendor relations. ERP software implementation/training experience. Ensure accurate, on-time delivery of products and services. Analyze data to anticipate the impact of changes to the supply chain. Scrutinize vendor contracts for accuracy, ensure vendor obligations are met. Effectively manage supply chain disruptions to negate organizational impact.

- 12+ year supply chain manager with Purchasing, Finance, and Operations experience
- Supply chain supervisor with oversight of two hospital facilities and fourteen staff members
- Proficient in CAPEX and OPEX expenditure management, optimization of financial resources
- Monitor vendor contract lifecycle from initiation to termination ensuring regulatory compliance
- Project planner, forecast pricing and lead time for materials delivery and contracted services
- Experience in project budget estimating, tracking and monthly forecasting
- Examine complex supply chain problems and leverage resources to ensure stakeholder satisfaction

## Work Experience

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### **Purchasing Agent**

Eldon James-Fort Collins, CO

June 2025 to Present

- Purchase materials and services necessary for the successful operation of a medical supply manufacturer
- Ensure purchased products meet material specs and arrive on time to meet tight production deadlines
- Certify that all purchased clean room products meet the necessary regulatory ISO 9001:2015 standards
- Work cross-departmentally with engineering staff to ensure all raw materials meet regulatory standards
- Obtain regulatory information, documentation, and certificates important to stakeholders and customers
- Work with vendors to create stocking agreements, allowing certain materials to be stored off-site
- Decrease packaging costs by 50% utilizing bulk purchase pricing and stocking agreements with vendors
- Negotiate with vendors to obtain best price, lead time, NET terms, and contracts
- Engaged plastic recycling company to recycle excess molding, decreasing purchased material costs

### **Procurement Agent**

Platte River Power Authority-Fort Collins, CO

October 2023 to May 2025

- Manage the procurement process for all operational and capital expenditure purchasing
- Communicate and disseminate supply chain disruptions to project teams and stakeholders
- Build and maintain positive working relationships with vendors and vendor representatives

- Critically think and leverage vendor relationships to solve complex supply chain problems
- Maintain and update project spreadsheets to communicate material delivery dates and receipts
- Inspect existing vendor contracts to ensure purchases meet contract and organizational compliance
- Run daily inventory reports and purchase warehoused materials for associated work groups
- Confirm new vendors have completed financial and technology risk analyses prior to onboarding
- Administrator for the implementation of Oracle Fusion ERP software.
- Educate and train stakeholders to easily and efficiently utilize newly implemented software
- Create SOP's and training documents for stakeholder use

### **Procurement Agent**

Platte River Power Authority-Fort Collins, CO

October 2023 to May 2025

- Manage the procurement process for all operational and capital expenditure purchasing
- Communicate and disseminate information on supply chain disruptions to project stakeholders
- Build and maintain positive working relationships with vendors and utilize their material expertise
- Leverage vendor relationships to solve complex supply chain problems
- Maintain and update project spreadsheets to communicate material delivery dates and receipts
- Inspect existing vendor contracts to ensure purchases meet contract and organizational compliance
- Run daily inventory reports and purchase warehoused materials for associated work groups
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### **Purchasing Agent**

Lightning eMotors [DEFUNCT]-Loveland, CO

February 2023 to October 2023

- Managed the procurement process for all organizational operation expenditures
- Built and maintained positive working relationships with vendors and stakeholders
- Utilized vendor relationships and resources to meet narrow production schedules
- Confirmed with Quality Control that received materials meet manufacturing specs and compliance
- Worked cross-departmentally with Finance and Receiving departments to address invoice discrepancies
- Produced instructional video to provide stakeholder training in purchasing processes for Oracle Netsuite

### **Purchasing Agent, Planner, Oracle Data Steward**

Borrego Solar-Oakland, CA

February 2022 to December 2022

- Managed the procurement process for all operational and capital expenditures for goods and services
- Built and maintained positive relationships with vendors and stakeholders.
- Facilitated the timely delivery of material and contracted services to the project site
- Attended weekly PM meetings to discuss any supply chain issues and receive stakeholder feedback
- Facilitated the rental and return of project site equipment
- Monitored commodities markets to track trends in raw material pricing and lead time changes
- Planned and forecasted project scope, budgetary estimate, and scheduling needs for multiple projects
- Project Manager for the implementation of Oracle Cloud ERP software
- Responsible for the creation and maintenance of the item master catalog in Oracle

- Created SOP's and work instructions for management of the item master catalog

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### **Purchasing Agent**

City of Loveland-Loveland, CO

February 2020 to February 2022

- Managed the procurement process for the purchase of materials for the water, power and fiber divisions
- Built and maintained positive vendor relationships
- Requested materials pricing and lead time quotes from vendors
- Compared quotes and awarded purchase order to the vendor who supplied the lowest responsible bid
- Facilitated the timely delivery of contractually compliant materials to project sites and main warehouse
- Nurtured positive working relationships with project and operational stakeholders
- Monitored raw materials and commodities markets to better negotiate materials contract pricing

### **Supervisor**

UCHealth-Colorado

August 2013 to February 2020

- Long's Peak/Broomfield Hospital (June 2019 - February 2020)
- Effectively managed day-to-day supply chain operations for two UCHealth hospitals
- Instituted and implemented the Kanban methodology to two hospital facilities
- Supervised and supported fourteen supply chain employees
- Collaborated with stakeholders to solve inventory issues and manage inventory levels

### **Materials Coordinator**

Long's Peak Hospital

April 2016 to June 2019

- Facilitated the opening of Long's Peak Hospital
- Built the physical and virtual inventories for all hospital storeroom locations
- Par-optimize inventories to maximize Low Unit of Measure environment of the hospital
- Project managed a hospital wide move to a "Latex-free" environment

### **Materials Technician**

Medical Center of the Rockies

August 2013 to April 2016

- Facilitated the storage and distribution of sterile inventory items to the OR supply clean room

- Received and tracked high value assets stored in the OR supply
- Tracked and labeled human tissue transplants, adhering to federal compliance guidelines

## Education

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### **English (Bachelor's degree)**

University of Northern Colorado-Greeley, CO

August 2007 to May 2009

### **Education English (Bachelor of Arts)**

University of Northern Colorado

## Skills

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- ERP systems
- Order picking
- Microsoft Office
- Manual handling
- Materials handling
- Inventory control
- Logistics
- Microsoft PowerPoint
- Technical Proficiency
- Word processing
- Computer skills
- Forklift
- MRP
- Microsoft Word
- Heavy lifting
- Microsoft Excel
- Lean manufacturing
- Accounting and finance experience
- Excel data analysis
- Microsoft Outlook
- Contracts
- Presentation software
- Vendor contract management
- Project leadership
- SharePoint
- Demand forecasting
- Supply chain planning
- Warehouse management system

- Windows
- Project management software
- Load & unload
- Grammar Experience
- Phone etiquette
- Typing
- Tree trimming
- Snow plowing
- Landscape maintenance
- Maintenance
- Financial management
- Life cycle assessment
- Laboratory experience
- Math
- Renewable energy
- Financial auditing
- Oracle (production planning software)
- Microsoft 365 support
- Supervising experience
- Data analysis skills
- GIS
- Research
- Telemetry
- Negotiation
- Vendor management
- SAP
- Packaging
- Production planning
- Presentation skills
- Analysis skills
- Google Suite
- Oracle
- Management
- Organizational skills
- Warehouse management
- Sourcing
- Procurement
- Inventory management
- Oracle EBS
- Communication skills

- Analytics
- Report writing
- Supply chain management
- Supplier management
- Project management
- Microsoft Access
- Shipping & receiving
- Warehouse experience
- Conflict management
- Salesforce
- Accounting
- Process Improvement
- Physiology Knowledge
- Clinical Research
- Purchasing
- Healthcare Management
- Materials Management
- Lean
- Supply Chain
- Business analysis
- Construction
- Leadership

## Languages

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- English
- Linguistics

## Certifications and Licenses

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**CPR Certification**

**AED Certification**

**First Aid Certification**

**ACLS Certification**

**Certified Purchasing Manager**

**Non-CDL Class C**

**Driver's License**