

LEE TERRY

FOCUS OF INTEREST: PROCUREMENT | SUPPLY CHAIN | ADMINISTRATIVE

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CORE COMPETENCIES

Purchase Order Processing
Service Quoting and Pricing
Subcontracting and Negotiation
Project Management and Coordination
Client Needs and Inquiry Handling
Strategic Planning and Execution
Client Relationship Building
Team Leadership and Coaching
Organizational and Prioritization

EDUCATION

High School Diploma
Henbury School, Bristol, England (1996)

CERTIFICATIONS

USA Rugby (2019)
Rugby Coaching Certification
- Coaching Certification Level 100 & 200
- Concession Awareness Certification
- Safe Sport Certification

City and Guilds of London Institution (2012)
City and Guilds National Vocational Qualifications (NVQs)
- Numeracy and Literacy Levels 1 & 2

Filton College, Bristol, UK (2001)
Computer Literacy and Information Technology (CLAIT) / European Computer Driving Licence (ECDL)
- Computer Literacy
- Information Technology Levels 1 & 2
- Information Technology Qualifications (ITQ) Levels 1 & 2

ACTIVITIES

Volunteer Coach, Youth Soccer and Rugby

QUALIFICATIONS PROFILE

Highly analytical and goal-driven professional, with broad experience in all aspects of procurement, supply chain, administrative, and customer liaising operations of diverse companies.

Regarded as a procurement subject matter expert, with record of success in developing and implementing effective sourcing practices as well as supply and procurement-related programs that enabled the attainment of company goals; establishing and cultivating long-term relationships with customers, business partners, and third-party firms; and negotiating and securing service orders, subcontract work, and agreements with win-win outcome. Armed with outstanding communication and interpersonal skills; able to build professional relationships with colleagues, cross-functional department, and management; nurture positive team dynamics; and ensure seamless coordination of work processes.

PROFESSIONAL EXPERIENCE

HACH – LOVELAND, COLORADO

Inbound Quotes Representative **June 2022–Current**

- Efficiently handle incoming technical and applications sales questions from customers, and provide prompt, accurate answers and pricing.
- Apply knowledge from a wide range of products and services to identify needs to provide the best or total solution based on customers needs
- Calculate customers quotations, advise current promotions to qualified customers, and protentional customers
- Responds to all written requests for quotation's by providing quotes and other sales materials to prospective customers in al vertical markets

PRECISION MACHINED PRODUCTS – FORT COLLINS, COLORADO

Project Manager **Sept 2021–May 2022**

- Efficiently accomplish a broad range of administrative and quoting support functions that include development and delivery of precise quotes and lead time to customers for new and repeat engineering service bids
- Apply broad knowledge of procurement and supply chain practices in processing customers' purchase orders; generating items master list; and coordinating job routing to new parts for manufacturing
- Closely coordinate with third-party engineering firm to properly schedule parts shipment and/or to negotiate subcontracting of job operations when needed
- Establish and maintain trusting relationships with all customers as the company representative and customer liaison to secure and retain businesses

WOODWARD AIRFRAME SYSTEMS – FORT COLLINS, COLORADO

Customer Service Representative **April 2018–Sept 2021**

- Acted as the customer's primary point of contact tasked to manage client needs and general inquiry; process purchase orders; and provide quotes for repair jobs/service for warranty-denied returns
- Capitalized on solid interpersonal skills in selling additional aftermarket stocks, as well as analytical skills in investigating non-payment of invoices
- Demonstrated willingness to serve as customer point of contact on a rotational basis in order to handle clients' urgent need or fulfill orders for spare airplane parts

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TECHNICAL SKILLS

Microsoft Office Suite:

Outlook, Word, Excel

Software and Solutions:

**Wise, SharePoint, Medius, Oracle,
Made2Manage, Salesforce, SAP**

GKN AEROSPACE – BRISTOL, UNITED KINGDOM

Procurement Operations Specialist

Aug 2012–Dec 2017

- Exhibited efficiency in successfully coordinating and negotiating subcontract work and pricing with third-party engineering firms in both face-to-face and remote settings
- Employed keen attention to detail in processing purchase orders; generating legal documents; documenting subcontractors' monthly performances; and reviewing subcontractors' invoices to assess accuracy and quality of their work and provide approval of payment