

LEVI SCHANAMAN

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PROCUREMENT AND OPERATIONS PROFESSIONAL

Technical professional with 7+ of years progressive purchasing experience, 10+ years of patient facing and customer service roles, looking to continue career growth into a Senior Purchasing Role. Experience managing multi-million-dollar inventories, and ordering for entire hospitals, and regions. Direct contact for vendors, and clients, facilitating a high level of communication, through all forms. Strong performance history in fast passed and stressful environments, where timelines were often critical.

SKILL HIGHLIGHTS

- Relationship building; Creating and building relationships with Vendors, Clients, and team members.
- Excellent interpersonal skills with verbal and written communication.
- Thrives in a busy environment and works great under pressure.
- Self-starter, with a team- first mentality, and works great as a team, or independently.
- 13+ years of direct and B2B customer service experience.
- Proficient in Microsoft applications (Word, PowerPoint, Excel, Outlook).
- Ability to multitask and adapt to different priorities to accommodate new and sensitive needs.
- Contributes to a positive work environment through enthusiasm, dedication and responsiveness.

PROFESSIONAL EXPERIENCE

Optiv Security, Inc., Denver, CO (remote) – **Client Operations Specialist** Nov 2021 - Present

- Supports 3 client managers and 70+ clients in all sales/purchasing needs.
 - First quarter of 23' closed just over 8M in sales.
- Create, and analyze reports on spending trends, and modify existing Opportunities as necessary.
- Works closely with our Legal team to make sure correct contracts are being utilized and referenced.
- Direct communication with clients, Vendors, and distribution centers to build, and deliver sales Quotes.
- Process all Purchase orders for each client, or reroute to appropriate team, (Renewals, International, AWS)
- Facilitated transactions between four vendors and close single deal worth 3.5M, on EOY timeline.
- Familiar with the AWS workplace and have closed several deals through the system.
- Works in Oracle: Salesforce and had exposure to NetSuite.

Children's Hospital Colorado, Aurora, CO (remote) – **Purchasing/ Materials Manager** Jan 2020 - Nov 2021

- Responsible for placing orders for entire Children's Colorado network. (7 different campuses)
- Managed high value, critical case orders, ordering custom, lifesaving equipment.
- Extensive attention to detail to ensure proper processing on time sensitive, and critical orders.
- Direct contact between all departments, and vendors regarding all ordering information.
- Worked with AP to reconcile all purchases made with company card, ensuring all guidelines are met.
- Average day ~50 POs per buyer and would follow every order as needed from beginning to end.
- Invoice corrections, and billing discrepancies had to be noted and corrected prior to payment.
- Weekly meetings discussing low inventory items, or backordered items, finding solutions through new vendors, or consulting other team facilities to negotiate trade, or sell.

Mckee Medical Center, Loveland, CO – **Pharmacy Buyer**/ July 2016 - Jan 2020

- Oversaw entire pharmacy inventory, including all narcotics, controlled meds, and all supplies.
- Responsible for scheduling returns, and expired med pickups, initiating all recalls and RMA's.
- Accounts Payable duties for all but one vendor: Processing invoices, new account verification, reconcile PO's

- Direct communications with all new patients to get medicinal history and ensure there were no drug interactions.

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- Implement new 340B ordering system that requires several layers of compliance, and regulations. But reduced drug cost significantly
 - Required reconciliation of all products, all invoices, and inventory to gain 340 eligibilities just to be considered to program.
- Primary contact for pharmacy vendor relations and played a key role in persuading Banner to change preferred contract list so we could order critical products from non-contractual vendors in times of shortage, and crisis.
- Direct communication with high level professionals and executives daily.

Vandel Drug, Torrington, WY – **Senior Pharmacy Tech**

Oct 2014 - July 2016

- Successfully learned and implemented new computer system, Computer RX. Changing entire workflow of the pharmacy and reducing script error by over 50%.
- Aside from typical pharmacy function, also packed blister packs for the nursing homes, and delivered those meds weekly, as well as delivered prescriptions to the local population daily.
- Worked closely with insurances to identify problems in patients' coverage, to verify eligibility, get details on plan information, changes, ect.
- Changed inventory from a main brand diabetic supply, to a cheaper generic alternative, and set up every diabetic patient, with a new meter and strips, and led instruction on how to properly use.

Scottsbluff Pharmacy/ Griff's Compounding Center, Scottsbluff, NE – **Compounding Pharmacy Tech/ Inventory manager**

Oct 2012 - Oct 2014

- Compounded roughly 30 scripts per day, including hormone therapy creams, pain relievers, and sublingual tablets.
- Traditional pharmacy around 200 scripts per day, including Data entry, order fulfillment, customer services, drive through system.
- Managed inventory, responsible for finding flaws in the system that were causing items to be reordered and successfully reduced inventory by over 30%

PROFESSIONAL CERTIFICATIONS

PTCB Nationally Certified Pharmacy Technician – CPhT – Certified as of November 16, 2012: License # 620107010379468

EDUCATION

Associates of Science – Aims Community College (2018)