

# Michael J. Featherston

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## OBJECTIVE

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Professional businessman proficient in negotiating and purchasing, seeking a position that will utilize my skills and allow for growth and advancement. I have a very strong background in negotiations and able to negotiate in a way that is favorable toward the business.

## SKILLS

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- Proficient with Microsoft systems
  - Proficient with Smart sheets and QuickBooks
  - Proficient in Vendor relations
  - International shipping procedures
  - Able to ensure daily production goals are met
  - Customer Service Orientated
  - Able to stay up-to-date or current market trends
  - Very detail oriented
  - Experience in New Hire On-Boarding
  - Ability to monitor department budgets
  - Experience assisting in training of new programs
  - Warehouse Supervisor for a distribution company.
  - Forklift operator, unloading and loading trucks for shipment.
  - Inventory control, monthly counts.
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## EXPERIENCE

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7/2018 to 1/2026

**Business Operations Specialist - Buyer.**

## **Sinton Instruments - Boulder, CO**

- **Creative purchasing in a non forecastable business.**
- **Negotiating/purchasing of all machined parts and sheet metal products.**
- **The ability to read mechanical engineer drawings.**
- **Daily work and discussions with engineers and people throughout the company, to prioritize and meet the needs of production.**
- **In charge of all shipping and receiving procedures, inventory stock levels on all packaging materials as well as international shipping through various forwarders.**
- **Liaison for facilities for building operations and repairs throughout.**
- **Maintaining vendor relations and workflow during a supply chain struggle.**

**1/2016 to 7/2018**

### **Bid Review – Repair Analyst ServiceLink – Westminster, CO**

- Manage service pipeline to ensure quality, timeliness, and value.
- Make and receive calls to/from vendors, clients, 3rd parties and internal departments as needed.
- Detail Orientation: Document systems accordingly.
- Analyze cut bids
- Review and submit bids to the clients
- Work with contractors and vendors to negotiate bids
- Reporting
- Assist teammates to ensure we are meeting monthly goals
- Stay current on current property preservation guidelines with HUD

**3/2014 to 1/2016**

### **Property Preservation Technician ServiceLink – Westminster, CO**

- Review properties for vacancy and order securing if needed.
- Utilize client servicing systems – Proficient in Black Knight Systems

- Set appropriate follow up and continuously review per client specifications
- Knowledgeable in FHA, Conventional, and VA property preservation requirements
- Understanding of HUD specifications
- Maintain quality and production goals daily.
- Direct contact with 3<sup>rd</sup> parties, clients, vendors, realtors and contractors.

**1/2013 to 2/2014**

**Admin Clerk  
Qualcomm – Boulder, CO**

- Stock all reach-in coolers
- General housekeeping of conference rooms, kitchens, and supply rooms
- Order office supplies
- New hire on boarding/Scheduling
- Sorting/Delivering mail
- Performed general maintenance on office equipment

**12/2006 to 12/2012**

**Purchasing Agent  
Colorado Housing and Finance Authority – Denver, CO**

- Monitor historical and current sale records
- Monitor inventory levels and usage of products/services
- Negotiate to the most favorable costs
- Proficient at saving agreements with suppliers
- Maintain current on changes in the supply and demand for products and materials
- Manage all phases of the vendor relations
- Selection, negotiation and maintenance, while also ensuring vendors are in and meet the various compliance regulations and laws Business cards and stationary ordering.
- Inventory control of all building supplies. Created and implemented a building services work order system for traceability reporting.

- Consult and assist various departments with developing, maintaining and monitoring their applicable budgets
- Researched the green recycling program thru attending seminars, web and contacting applicable outside businesses.
- Communicated 'Green' program to CHFA employees.
- Assist in developing 'Green' program for CHFA.
- Ensure company compliance.
- Knowledge of product use for green compliance thru product purchase and recycling  
Develop 'Green' program for two other CHFA properties.