

Sam Kamilatos

Procurement/Purchasing

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Highly effective Procurement/Purchasing professional and successful leader with 5+ years of experience in the areas of Distribution and Warehouse Operations, Logistics, Procurement, Contract Negotiations, Scheduling, Quality Assurance, and Supplier Relations. Outstanding communication skills within any level of an organization with a strong history of advancement within a company.

Work Experience

B&B Pharmaceutical Inc - Englewood, CO

May 2018 to Present

Procurement/Purchasing

- API product purchasing & planning.
- Knowledge of products.
- Creating PO's.
- Crystal Reports.
- Vendor management.
- Negotiation skills.
- Import doc process.
- Shipping management.
- Inventory management.
- Forecasting.

Federal Procurement Specialist

HDR Engineering, Inc - Englewood, CO

September 2017 to May 2018

- Contract negotiation with suppliers for pricing, delivery schedules, and payment terms
- Create purchase orders for parts needed
- Ensure on time delivery from suppliers, preventing stock outs and production downtime.
- Invoice review to ensure vendors contractual agreements are correct
- Meet with engineering department to communicate parts design requirements with suppliers
- Budget management resulting in cost savings of \$100,000 per year with improved product quality

Directly supported Director of Purchasing

Paragon 28, Inc

May 2016 to September 2017

in managing over 1,000 UPCs and stock keeping units.

- Worked as a liaison between departments, vendors, and consumers, increasing company loyalty.
- Expedited receiving process with Distribution to ensure prompt and correct receipt of products
- Quality Assurance

- Managed Purchase Orders and negotiated contracts with nearly 100 suppliers to obtain optimum pricing, terms, and deliveries.

Paragon 28, Inc - Englewood, CO
2013 to 2017

Purchasing

Receiving Supervisor

Paragon 28, Inc
November 2015 to May 2016

- Managed staff of 4 with additional temporary employees for peaks in seasonal demand.
- Responsible for monitoring discrepancy reports and processing inventory adjustments for all owned goods including warehouses in US, Canada & Ireland.
- Streamlined offshore receiving procedure, reducing time of receipt in half.
- Point-person for planning and preparation of warehouse transition to updated ERP system, SAP.
- Created storage solutions to accommodate increased volume of incoming inventory.

Distribution Coordinator

Paragon 28, Inc
September 2013 to November 2015

- Managed and monitored the daily operational activities for Shipping & Receiving, Production, Transportation, Inventory Control and Picking Order Process.
- Reviewed, edited and approved employee's time cards for payroll.
- Prepared and analyzed Production Reports to review individual performance for proficiency improvements.

Outside Plant Engineer Specialist

Sefnco Communications - Centennial, CO
July 2011 to September 2013

- Coordinated with client and determined schedule of projects.
- Project reporting & management.
- Facilitated process of permits and prepared work prints for final construction process.
- Determined capacity of network forecasted future needs and analyzed feeder route for same.
- Maintained outside plant designs, created engineering specifications and developed engineering standards

Medical sales rep

LinCare Medical & DME - Denver, CO
May 2010 to July 2011

- Generated professional meetings with health-care professionals to sell medicinal products.
- Set up informational conferences and seminars for doctors, medical staff and professionals
- Promoted and presented company's Services/DME/medical-device products at hospitals, clinics and pharmacies.

Warehouse Coordinator

Cardinal Health - Englewood, CO
October 2005 to May 2010

- Applied inventorying system to all ordered medical supply placing them with the proper shelves upon receipt from receiving department ensuring ready access as needed.
- Handled all inbound and outbound medical and office supplies
- Filled medical supply orders, including packing, and readying orders for pick up and/or delivery.
- Forklift, Walkie Ryder, Reach Lift & Pallet Jack Certified.

Education

Metro State University
2002 to 2006

Skills

CONTRACTS (1 year), ERP (Less than 1 year), PRICING (2 years), BUDGET MANAGEMENT (Less than 1 year), BUDGET (Less than 1 year)

Additional Information

SKILLS

- Excellent Oral and Written Communication
- Bilingual-English and Greek
- Strong Technical Capabilities
- Problem-solving
- Organization and Prioritization
- Fully proficient in Microsoft Suite and SAP
- ERP

SELECTED CAREER ACHIEVEMENTS

- Budget management resulting in savings of \$100,000 while improving product quality
- Streamlined offshore receiving reducing time of receipt by 50%
- Negotiated contracts with nearly 100 suppliers resulting in lower pricing
- Designated point person for successful conversion of warehouse ERP system to SAP