

Susan Golberg

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SUMMARY

Procurement and Supply Chain Professional with more than 15 years of experience in purchasing, materials planning, vendor management, logistics, and customer operations. Proven track record of improving procurement processes, strengthening supplier relationships, reducing costs, and supporting cross-functional teams in fast-paced manufacturing environments. Recognized for recovering more than \$3.4 million in claims, improving operational efficiency through process improvements, and delivering exceptional customer service. Experienced with SAP S/4HANA, JD Edwards, Microsoft Dynamics 365, forecasting, contract negotiations, and inventory management.

EDUCATION

Golden West College

Associate Studies in Business Management, Design & Art History

EXPERIENCE

Senior Buyer (Indirect Goods & Services) / New Vendor Setup Manager January 2023 – August 2025
SomaLogic, Inc. *Boulder, CO*

- Managed vendor relationships to improve supplier performance and communication.
- Led new vendor onboarding using Microsoft Dynamics 365, reducing setup delays.
- Processed purchase requisitions and purchase orders from creation through completion while ensuring accuracy and timely approvals.
- Resolved pricing, supplier, and documentation issues by working closely with internal departments and vendors.
- Partnered with production, planning, and operations teams to meet purchasing requirements.
- Utilized SAP S/4HANA to manage procurement activities and vendor transactions.
- Tracked shipments and expedited critical orders to support production schedules.
- Audited purchase agreements and invoices for accuracy and compliance.
- Negotiated supplier contracts and pricing strategies that improved profitability.

Lead Account Associate – Customer Relations May 2018 – January 2023
SUEZ Water Technologies & Solutions *Boulder, CO*

- Managed key customer accounts while ensuring accurate and timely order fulfillment.
- Worked with Product Management and Sales to develop solutions that met changing customer needs.
- Improved customer response times by automating contact management processes.
- Identified opportunities to streamline supply chain operations and improve internal workflows.
- Built strong relationships with customers and cross-functional teams to improve service levels.

Customer Fulfillment Specialist November 2016 – January 2018
Ball Corporation *Broomfield, CO*

- Helped launch a global online ordering platform that improved the customer ordering experience.
- Collaborated with Production Control Management on scheduling and demand forecasting.
- Managed SKU creation, item setup, and cross-reference maintenance.
- Coordinated transportation and routing to reduce shipping costs and improve delivery performance.
- Maintained accurate product data using JD Edwards and monitored EDI transactions.

Logistics / Transportation Coordinator October 2012 – September 2016
WhiteWave Foods (Danone) *Broomfield, CO*

- Generated over \$1 million in tax savings and eliminated an additional \$500,000 in unnecessary costs.
- Recovered \$2.4 million in transportation damage claims during the first year.

- Managed carrier relationships and resolved shipment issues to improve customer satisfaction.
- Led special projects that enhanced transportation and logistics processes.

Operations & Accounting Manager

January 2009 – October 2012

Staging Concepts, LLC

Park City, UT

- Supervised daily business operations and trained staff across multiple functions.
- Produced market analysis, forecasting, and cost reports to support management decisions.
- Managed full-cycle accounting, including accounts payable, accounts receivable, billing, collections, and 1099 reporting.

Procurement Specialist / Product Coordinator / Assistant General Manager

March 2007 – December 2009

Mitsubishi International Food Ingredients

Dublin, CA

- Managed purchasing activities using SAP and JD Edwards.
- Negotiated with suppliers to improve cost efficiency and service.
- Oversaw inbound logistics and supplier delivery performance.
- Implemented process improvements that enhanced customer satisfaction and operational efficiency.

TECHNICAL SKILLS

SAP S/4HANA

Microsoft Dynamics 365

JD Edwards

Procurement

Strategic Sourcing

Vendor Management

Supply Chain Management

Materials Planning

Forecasting

Inventory Management

Logistics

Contract Negotiation

Data Analysis

Process Improvement

Customer Relationship Management

Microsoft Office Suite