

Teresa L Devine
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PROFILE

- Over 25 years of Comprehensive Procurement experience in both Commercial and Government Contracting
- Organized, dedicated, detail oriented and committed to professionalism
- Excellent written, oral, and interpersonal communication skills
- Proven ability to work as a team player with staff, suppliers and senior management
- Works well under pressure to meet deadlines
- Enjoy having a variety of tasks
- Enjoy new challenges and embrace changes with enthusiasm
- Ability to identify problems and drive to conclusion
- Take pride in ability to handle stressful problems and turn them around to manageable solutions
- Able to set my own personal goals and am self-driven

EMPLOYMENT:

COMPANY NAME: USWEST/QWEST COMMUNICATIONS/CENTURYLINK FROM 10-11-99 TO 5-4-18
CITY/STATE: LITTLETON, CO

JOB TITLE: SENIOR PROCUREMENT SPECIALIST/ BUYER II

- PREPARE, PROCESS AND ANALYZE RETURN DATA FROM RFP/RFQ'S
- SUCCESSFULLY MANAGED THE FIRST ELECTRONIC RFP
- TRACK MWDVBE SUPPLIERS
- ATTEND ALL MWDVBE SUPPLIER MEETINGS/EVENTS
- ASSIST STRATEGIC SOURCING MANAGERS WITH VENDOR ON TIME DELIVERY REPORTS
- ASSIST WITH VENDOR SCORE CARD MEETINGS AND VARIOUS PHASES OF VENDOR MANAGEMENT
- 2002/2004 SUPPLIER DESK SUPERVISOR – ONE CONTRACTED EMPLOYEE
 - o RESPONSIBLE FOR ALL OUTSIDE VISITOR ACCESS TO BUILDING
 - o MAINTAIN DATABASE FOR ALL VENDORS/VISITORS
- NEGOTIATE AND IMPLEMENT OUTSIDE PLANT CONSTRUCTION SERVICES CONTRACTS UNDER 10K
- FOLLOW-UP WITH FIELD PERSONNEL TO ENSURE SOP (SCOPE OF WORK) PLANS WERE BEING FOLLOWED AND MEETING TIME REQUIREMENTS
- MANAGE CHANGE ORDERS AND EXPEDITE REQUESTS
- TRACK AND MAINTAIN INSURANCE CERTIFICATES FOR OUTSIDE PLANT CONSTRUCTION
- ASSIST/TRAIN USERS FOR PEOPLESOFT PURCHASING SYSTEM
- SERVICE AND MATERIAL ORDERS FOR NATIONAL NETWORKS - GENERATOR REPAIR/MAINTENANCE
- SERVICES SUCH AS INSPECTION/FLAGGING – INCLUDING BLANKET ORDERS
- PURCHASE, TRACK, RECEIPT AND TAG CAPITAL EQUIPMENT - IN EXCESS OF 200K
- CREATED AND MANAGED CONTRACT LIBRARY FOR ENTIRE PROCUREMENT DEPARTMENT
- PURCHASE OFFICE SUPPLIES INCLUDING CUSTOM FORMS
- CUSTOMER PREMISE EQUIPMENT CATALOG
 - o MOVED CATALOG PROCESS TO ORACLE PURCHASING SYSTEM

- 0 PROCESSED OVER 25K ENTRIES IN THE FIRST 2 YEARS
- 0 ASSIST AND TRAIN PROJECT ENGINEERS TO PROVIDE CORRECT/COMPLETE INFORMATION
- 0 MANAGE AND UPDATE CATALOG ENTRIES RESULTING IN LOWER REQUESTS AND FASTER RESPONSE TIME
- 0 MANAGED AND MAINTAINED 90% OF ALL CATALOG ACTIVITIES
- **2012/2018** PURCHASE CUSTOMER PREMISE EQUIPMENT USING ORACLE PURCHASING SYSTEM
- MAINTAIN A 90% ON TIME DELIVERY RECORD WITH AN AVERAGE OF 4500 PURCHASE ORDERS PER MONTH
 - 0 ALL PHASES OF PURCHASING INCLUDING
 - REQUISITION FALL OUT
 - ESTIMATED SHIP DATES
 - TRACK/RECEIPT
 - PURCHASE ORDER CHANGE REQUESTS
 - RESOLVE ALL INVOICE DISPUTE ISSUES
- ASSISTED IN CREATING/DEVELOPING SHAREPOINT TRACKING SYSTEM FOR ALL PURCHASE ORDER CHANGES
- SOLE MANAGER OF SHAREPOINT SYSTEM
 - 0 WORKED WITH IT TO RESOLVE ISSUES
 - 0 ADD FIELDS AS REQUIRED
 - 0 ADD NEW SUPPLIERS
- ACKNOWLEDGED NEED FOR ACCOUNTS PAYABLE TEAM TO TRACK INVOICE DISPUTE ISSUES AND SUCCESSFULLY ADDED THEM TO SHAREPOINT

COMPANY NAME: ACCUTRONICS
CITY/STATE: LITTLETON, CO

FROM 10/98 TO 10/99

JOB TITLE: A/P CLERK

- ACCOUNTS PAYABLE CLERK
- RECEPTIONIST

COMPANY NAME: WOODWARD PUBLIC SCHOOLS
CITY, STATE: WOODWARD, OK

FROM 1989 TO 1998

JOB TITLE: ENCUMBRANCE CLERK

- ENCUMBRANCE CLERK
- PROCESS ALL PURCHASE ORDERS INCLUDING BLANKET ORDERS
- RESPONSIBLE FOR STAFF TRAINING IN OCAS (OKLAHOMA COST ACCOUNTING SYSTEM)
- ORGANIZE AND MAIL BID REQUESTS (RFQ)
- ORGANIZE BID PACKET DATA FOR MONTHLY BOARD REVIEW
- ASSIST WITH ALL GRANT APPLICATIONS
- BALANCE AND DEPOSIT CAFETERIA FUNDS
- TRACKING OF IEP AND 3 YEAR EVALUATION RECORDS FOR SPECIAL EDUCATION
- DEVELOPED AND MAINTAINED A TRACKING SYSTEM FOR ALUMNI RECORDS

EDUCATION: High School DiplomaGeneral/Accounting Oriented 1979, Woodward High School Woodward, OK
Vo-tech Classes...Various Business Related Classes..... 1989, 1990, High Plains Vo-Tech Woodward, OK
College...Western Religions..... 2000, Regis University Lakewood, CO

COMPUTER SKILLS: EXCEL, WORD, POWER POINT, AMMS, PEOPLESOFT AND ORACLE PURCHASING SYSTEMS, OCAS (OKLAHOMA COST ACCOUNTING SYSTEM)

PROFESSIONAL MEMBERSHIPS: MILE HIGH CHAPTER OF AMERICAN RED CROSS

VOLUNTEER SERVICES: DENVER MUSEUM OF NATURE & SCIENCE

HONORS AND AWARDS: Spirit of Service Award for Maintenance Agreement Project
Numerous Qwest Spirit LinQ Awards for Outstanding Customer Service
Certificate of Recognition – 2002 Procurements Olympic Operations Center
Business Continuity and Disaster Recovery Crisis Planner for Procurement

PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST