

Qualifications Summary

I am a Procurement Professional with extensive expertise in operational responsibilities, including P&L, strategic planning and cross – functional collaboration. I am particularly effective in reducing and managing costs. Thru my strengths of patience, attention to detail, problem solving, sourcing and negotiation skills, I have produced successful results for small, medium and large size companies.

Experience

Community Banks of Colorado, Greenwood Village, Colorado **2005 - 2013**

Facilities Manager **2011 - 2013**

Due to acquisition, was reassigned from Purchasing to Facilities Manager, supervising one assistant while responsible for fifty four bank locations.

- Transition required dismantling almost all previous programs as the procurement function was decentralized by the acquiring institution. Successful completion of all requirements, which included some cost savings transfers, e.g. the equipment repair program and the Front Range office supply vendor kept in place.
- Worked with the Chief Financial Officer and Regional Presidents in 2012, compiled Minor Construction and Cap-Ex budgets. Executed over the 2013 four quarters, for logistic reasons, being aware of the seasonal weather restrictions. The approved budget totals were \$1.3M. Completed all projects on time and generally under budget, with the aggregate total well under budget.

Vice President-Purchasing Manager **2005 - 2011**

Hired into the organization after a merger, which resulted in a \$1B asset bank system, to build a procurement department.

- Due to sixteen bank location DBA merger, required signage modifications. Sourced the original sign companies or suitable local alternative to make the changes. Successful branding continuity was achieved, with excellent final results.
- Using vendor invoices, determined status of all phone systems lines, cross referencing each line at twenty seven locations, summarized in Excel, including a monthly cost column. Post analysis phone line cancellation resulted in annual savings exceeding \$25K.
- Upon completion of multiple office supply vendors (9) cost comparison, throughout 30 locations, chose two larger local vendors of choice. One for the Front Range and one for the mountains, resulting in overall office supply cost reduction of approximately 22%.
- Lacking a competitive environment for teller supply items, sourced and price compared among four national vendors. Selected the lowest cost provider, resulting in ongoing savings of approximately 30%.
- Devised and implemented a teller equipment loaner repair program, with comparatively small capital equipment expenditure, using two key repair vendors who supplied the equipment. Equipment transfers executed via ground shipping and a courier service. Repairs completed with a reduced bench repair rate compared to dispatch rate, reducing overall repair expenses by 50%.
- Partnered with local print cartridge manufacturer and supplier Laser Cycle, to provide a comprehensive printer supply, repair parts and labor program. Negotiated the cost per print to \$0.0095, reducing annual printer operational costs by 45%.
- Executed all bank equipment planning, procurement, installation and deployment to open 15 additional locations, over a five year period. This included the equipment and placement for all physical security requirements. In addition, coordinated procurement startup inventories for bank teller forms, stamps, supplies, and stationary & business cards. Successfully executed all phases, resulting in no opening delays.
- Over a three year period approximately thirty five multi-year leased analog copiers were replaced with purchased digital multi-function, network printing capable machines. Completed all acquisitions using two or more vendor quotes. Leveraged multiple locations into lower machine cost, approximate 20%, and reduced cost per print/copy by 30%.

Cowboy Moving & Storage, Inc., Englewood, Colorado

2004 - 2005

Dispatcher

Scheduled and planned the daily distribution of residential moving assignments to the moving crews. Quoted and booked jobs from customer telephone inquiries. Also, assisted owner with truck fleet maintenance and warehouse management.

- Successfully executed all duties in this interim job.

Telelink Systems, Inc., Denver, Colorado

An Outbound Call Center company serving the cable industry.

1991 - 2004

Human Resources Director

Supervised a staff of two while executing all Human Resource functions for a two location, 250 Employee Company.

- A culture of bad behavior developed within the labor force, early in the company's history, due to an unskilled labor force with lower socioeconomic, education and life experience levels. Changed the expectations, attitude and conduct by increased emphases in weekly employee orientation class. In addition, created and implemented an employee complaint investigative procedure. Experienced no EEOC/Civil Rights Commission filings over a five year period. Additional benefits of positive unemployment hearing results, and better control when faced with workers compensation filings were achieved.
- Managed sales commission compensation incentive program, with a targeted labor cost of 32% of revenue, setting rates for all campaigns. Consistently met or exceeded goals, which earned me bonuses based on the campaign outcome. I did very well.
- Changed major medical insurance carrier three times, to substantially reduce by 50%, large premium increases of approximately 25%.
- As Compliance Officer, for U.S. Department of Labor - Wage and Hour Division audits, experienced only one finding requiring corrective action in the first audit, no findings in the second audit and no penalties for either.
- An employee claimed an existing back condition re-injury due to chair adjustment action. Sent chair to company doctor for evaluation, resulting in a finding disproving the claim.
- Upon departure of the Director of IT, discovery of thousands of dollars of equipment purchased with no business purpose. Able to capture \$12,000 of unexpired hardware refunds, of approximately \$20,000 total.

Education

BBA - Bachelor of Business Administration
Grand Valley State University - Allendale, Michigan

Associations

WINN Ministries - Board of Directors
Serve on the Board, along with financial and volunteer support.
Executive Director in 2004.

HOA Board of Directors

Served many years in multiple capacities, most as President.