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## Summary

Highly trained purchasing professional with extensive experience in medical device manufacturing and government contracting, expert at saving money and time, well versed in negotiation, sourcing, cost reduction strategies, meeting company and departmental goals with excellent analytical, interpersonal and communication abilities. Superior skills include contract management, customer service and nurturing strong supplier relationships.

## Qualifications Highlights

- MRP / MRO / ECO . Direct Materials / Indirect Materials
- . Supplier Evaluation and Certification . RFQ / RFI / RFP / PO
- . Vendor Rationalization . FDA / Federal Acquisition Regulations (FAR)
- . Manufacturing, R & D / Product Development . Minority or Disadvantaged Suppliers

## Work Experience

### Buyer/Planner

**Aug 2006 to Feb 2009**

Nova Biomedical, Waltham, MA

- . Purchased cartons, bottles, foil pouches, foam, bags and electromechanical parts for \$150M maker of blood diagnostic equipment and aftermarket consumables.
- . Developed EOQ contract pricing with corrugated supplier to mediate expected 12% paper increase, cost avoidance \$40,000.
- . Negotiated longer term contract pricing with pouch supplier to avoid dramatic increase in petroleum based materials, cost avoidance \$ 87,500.
- . Teamed with corrugated supplier to convert highest volume cartons to ship in "D" size containers, saving time in inspection and cycle counting and freeing up 10% more warehouse space.

### Buyer (temp assignment)

**Feb 2006 to Apr 2006**

Applied Biosystems, Bedford, MA

Purchased replacement materials for large biotech firm specializing in pharmaceutical aftermarket.

### Technical Buyer

**Apr 2004 to Nov 2005**

American Overseas Marine Division, General Dynamics, Quincy, MA

- . Purchased equipment, materials and services for US government operator of transport ships.
- . Purchased both materials and services from foreign and domestic sources. Demonstrated strong initiative and prompt response times. Processed the highest number of RFQs / POs in a very competitive bid environment.
- . Performed mission-critical acquisitions for 31 transport ships in compliance with FAR regulations..
- . Provided timely reporting to support management and departmental initiatives for minority and disadvantaged vendors.

**Buyer / Planner (Contract)**

**Apr 2003 to Dec 2003**

Millipore, Bedford, MA

Hired on a contract basis to help streamline purchasing to facilitate relocation of division to France.

- . Purchased all raw materials and coordinated offshore involvement for new Lamda brand product line introduction / production ramp-up. Ensured that all materials would be available during transition, balancing having enough in place with not buying too much prior to the move.
- . Purchased / planned all direct / non-direct materials for water filtration components manufacturer including new product line introduction for US and French operations (pilot builds, prequalification runs and ramp up).
- . Contributed significantly to transition to France taking place as scheduled. Introduction, pilot run and initial production were accomplished in 6 months.

**Buyer / Planner**

**2000 to 2003**

GE Healthcare, Lawrence, MA

Purchased electronic hardware and components, custom packaging, product labeling, print services and MRO materials for medical manufacturer. Maintained complete and accurate records per FDA requirements. Resolved accounts payable and discrepant materials issues with suppliers and initiated ECOs.

- . Purchased all components for R&D project in an assemble-to-order environment to replace existing Sun Operating System in product line with new Linux open source software. Saved \$220K in first year.
- . Found a single supplier who could successfully deliver both mechanical and electronic components.
- . Negotiated long term buy for printed circuit boards, avoiding obsolescence, ensuring supply.
- . Set up Kanban program for manufacturing floor expense items - fasteners, electrical wire and electronic components, saving \$90K and eliminating 1800 transactions in first year.

**Mechanical Buyer**

**1997 to 2000**

Northern Research, Woburn, MA

Purchased electromechanical parts / sub-assemblies, fabricated / machined parts, electronic components, shop tooling, capital equipment, maintenance contracts, safety items, computer hardware / software, office supplies, and packaging.

- . Sole purchasing responsibility for \$1.6MM cogeneration microturbine R&D project.
- . Created / converted / monitored over 200 RFQ proposals for energy projects.
- . Facilitated early supplier involvement in new product design. Member of cross-functional team

resolving delivery / quality / design issues.

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## **Education ~ Certifications**

B.S. Business Administration, Bentley University, Waltham, MA

Certified Purchasing Manager (ISM) 1996, 2001, 2006

Certified in Integrated Resource Management (APICS), 1997 (lifetime certification)

Certified in Production & Inventory Management (APICS) 1994, 2002, 2008

## **Training ~ Computer ~ Affiliations**

Seminars: Contract Management; Supplier Certification and Evaluation; Supplier Legal Issues; Services Purchasing

Software: BPCS, Oracle 11i , Lawson, DELTEK, Word, Excel, Outlook

Member, Purchasing Management Association of Boston (PMAB)

Member, International Society for Education in Resource Management (APICS)