Angela Pruitt

Procurement Specialist

Charlotte, NC · angela.pruitt@example.com · (704) 555-0182 · LinkedIn

SUMMARY

Procurement specialist with 6 years of experience in manufacturing and healthcare, managing $18M in annual indirect and direct spend. Ran a supplier consolidation for packaging materials that saved $420,000 a year, and negotiated contract terms that cut average lead time by 2 weeks. Known for thorough RFPs and supplier relationships that hold up under pressure.

EXPERIENCE

Procurement Specialist — Carolina Precision Manufacturing

Charlotte, NC · Mar 2023 – Present

- Manage $18M in annual spend across raw materials, packaging and MRO supplies, running sourcing for 12 major categories a year.
- Led a packaging supplier consolidation from 9 vendors to 3, saving $420,000 a year while improving on-time delivery from 88% to 97%.
- Negotiated payment terms and volume pricing with 5 key suppliers, cutting average lead time by 2 weeks and freeing $600,000 in working capital.
- Built a supplier scorecard tracking cost, quality and delivery for 40 vendors, used in quarterly business reviews with the top 10.

Procurement Analyst — Piedmont Regional Health System

Charlotte, NC · Jul 2019 – Feb 2023

- Sourced medical and office supplies for 6 facilities, running RFPs for 20 categories a year totaling $9M in spend.
- Switched 3 glove and PPE contracts to a group purchasing organization, saving $180,000 a year without a quality drop.
- Processed 400+ monthly purchase orders and resolved invoice discrepancies with accounts payable, cutting late payments by half.

SKILLS

Sourcing: RFP/RFQ management, supplier negotiation, contract review, spend analysis

Systems: SAP Ariba, Coupa, Microsoft Excel (pivot tables, VLOOKUP), ERP purchase orders

Category management: Direct materials, indirect spend, packaging, MRO, group purchasing organizations

Compliance: Contract terms review, vendor risk assessment, purchasing policy

CERTIFICATIONS

CPSM (Certified Professional in Supply Management), 2022

EDUCATION

B.S. Supply Chain Management, University of North Carolina at Charlotte, 2018

Fictional example by FindAJobAI: the person, employers and numbers are invented.