

Maxine Curry

Procurement Manager

AREAS OF EXPERTISE

Sourcing products
Vendor management
Negotiating
Identifying suppliers
Deal making
Supply chain

PROFESSIONAL

German (intermediate)
Spanish (intermediate)

PERSONAL SKILLS

Proactive
Organised
Courteous but firm character
Courteous

CONTACT

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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A solutions orientated Procurement Manager who can formulate and drive a consistent approach towards all sourcing, purchasing and tendering activities, so as to ensure value for money is maximised and cost savings generated. Maxine is an expert at delivering individual solutions to specific problems, something she does by combining ingenuity and integrity. She will always ensure that all purchasing activities support and strengthen the strategic objectives of the overall organization. Right now she would like to join a company that considers its people to be its most important asset.

WORK EXPERIENCE

Company name – Location

PROCUREMENT MANAGER Jun 2013 – Present

Responsible for dealing with anything relating to the ordering of materials, services and supplies for the company.

Duties:

- Conducting research via trade publication, the Internet, catalogues, and trade shows to identify potential suppliers.
- Working closely with the warehouse teams, trade counter people and mail order staff to keep an eye on what's selling and what's not.
- Ensuring that all goods and services purchased comply with the company's social sustainability policies.
- Generating and implementing purchasing strategies.
- Managing purchase requisitions and orders.
- Preparing purchase orders and subcontracts.
- Managing existing vendor and supplier relationships.
- Responding to internal and external supplier inquiries.
- Approving bills of payment.
- Having meetings with potential suppliers and asking them searching questions.
- Monitoring returns, damage replacements, and warranty claims.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Ability to critique and understand vast amounts of data.
- Developing and managing a procurement department.
- Positive, confident and friendly demeanour with high level of integrity.
- Confident in presenting to decision makers in both public and private organisations.

ACADEMIC QUALIFICATIONS

Nuneaton University *2008 - 2011*
BSc (Hons) Sales Management

Coventry Central College *2005 - 2008*
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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