
PROCUREMENT ANALYST RESUME

Job Objective:

A Position as Procurement Analyst.

Highlights of Qualifications:

- Proficient with procurement of hardware and software
 - Ability to prepare procurement report monthly, quarterly and annually for senior level review
 - Excellent communication and interpersonal skills
 - Familiar with MWBE evaluation and monitoring
 - Excellent analytical and critical thinking skills
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Professional Experience:

Procurement Analyst
San Diego Housing, San Diego, CA
August 2005 – Present

- Reviewed and processed requisitions to ensure timely order submission.
- Created and analyzed documented comparative costs submitted by suppliers in the RFx process.
- Negotiated costs, delivery schedules and contract terms.
- Established pricing and performance standards through contracts with suppliers.
- Monitored and updated item, commodity and other tables as assigned in current PO software application.

Procurement Analyst
Lockheed Martin, San Diego, CA
May 2000 – July 2005

- Utilized current departmental tools and provided administration of all acquisition contracts.
 - Updated appropriate sources of information.
 - Created filing of documents and generated quarterly reports as assigned by management.
 - Analyzed and determined work and took corrective actions – quality control and peer review.
 - Coordinated activities between client procuring agents and outside parties.
 - Contacted and presented vendor personnel at all organizational levels.
 - Provided client presentation and desktop publishing support.
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Education:

Bachelor's degree in Finance
University of Arizona, Tucson, AZ

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