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**JOHN DOE**  
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**Director of Strategic Sourcing • Director of Purchasing • Director of Procurement**

Senior purchasing professional with 18 years' procurement expertise in:  
Strategic Sourcing, Contract Negotiation, Financial Analysis, Project Management,  
Strategic Planning, Leadership, Contract Law, and Process Improvement.

*Consistently delivering cost savings greater than 10% of purchased dollars.*

Certified Fellow Practitioner in Inventory Management (CFPIM) • Certified Purchasing Manager (C.P.M.)

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**HIGHLIGHT OF ACCOMPLISHMENTS**

**Leadership:** Reduced **\$10-15M** (10% of total budget) in non-payroll general and administrative expenses at critical time of industry downturn. (XO Communications)

**Strategic Planning:** Decreased costs **\$53M** in 2001 by integrating technical and financial plans into strategic sourcing plan. (XO Communications)

**Contract Negotiations:** Saved up to **\$200M** annually through advanced contract negotiations. (XO Communications/MCI)

**Problem Solving:** Reduced expenses **\$2.5M** and increased internal customer service **20%** with overhaul of corporate travel program. (XO Communications)

**Organizational/Staff Development:** Built cost efficient procurement team from start up. Recruited and developed 21 employees (management and staff level) in three departments. (XO Communications)

**Process Improvement:** Led Oracle Financials procurement system implementation integrating cross-functional financial systems. Achieved fast track implementation in six months. Improved reporting and increased operational efficiency. (XO Communications/MCI)

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**EMPLOYMENT SUMMARY**

**XO Communications**

**Director of Procurement**

**Reston, VA  
10/99 – 11/01**

Developed and executed strategic sourcing plans for leading broadband communications provider with annual sales of \$1.2B and 6,000 employees. Worked with senior management to create and implement cost-savings initiatives and business practices aligned with business objectives. Directed and supervised corporate purchasing group of 16 (purchasing managers and purchasing agents).

- Negotiated major contracts:
  - Saved **\$10M** in \$100M contract with Cisco systems for routers.
  - Saved **\$1.5M** in \$20M contract with GE Capital for servers.
  - Saved **\$1.5M** in \$10M Microsoft Enterprise Licensing Agreement
  - Saved **\$1.6M** in \$10M contract with Toshiba for desktop and notebook computers.
- Reduced procurement operating costs **over 20% (\$350K)** by implementing automated online procurement system. Created performance measurement system achieving consistent 100% goal attainment.
- Sourced **over \$500M** while reducing non-compliant purchases from 25% to **less than 1%** of total dollars spent by creating strategic sourcing plan, which included front-end sourcing acquisition process.

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# JOHN DOE

Page Two

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## XO Communications (Continued)

- Saved **\$53M** (10% of total purchasing) through strict spend analysis and opportunity assessment, leading to vendor cost savings during industry downturn.
- Reduced annual cost of wireless service **\$1.5M** through identifying and eliminating 2,000 non-essential wireless users and negotiating contracts and services with Nextel.
- Cut travel expenses **11%** with overhaul of corporate travel program. New contracts negotiated for all travel and travel management. Created new travel policies and procedures, motivating greater employee compliance.

**Oracle Corporation**

**Managing Principal Consultant**

**Irving, TX  
9/98 – 10/99**

Used strategic sourcing skills to provide consulting services on resource management applications for major clients of Oracle Industrial Sector, a leading global supplier of software with annual revenues of over \$10B and 43,000 employees. Developed objectives and work plans by mapping business requirements and identifying gaps. Configured product applications and trained client personnel.

- Increased cash flow with improved order processing efficiency. Reduced cycle time **by four to six weeks** on outstanding invoices to third parties. Eliminated inventory of third party products by integrating information from Motorola's customer order system into Oracle purchasing.
- Reduced Ryder Truck Rental's financial settlement time from two weeks to **three days**, improving cash flow. Customized Oracle product to integrate information from dealers' point of sale.

**MCI Communications**

**Senior Manager  
Network Systems Procurement**

**Richardson, TX  
6/83 – 9/98**

Negotiated and managed strategic sourcing of technology related products and services and served as client liaison for global communications provider with sales of \$24B and 60,000 employees worldwide. Analyzed, reviewed and finalized buyer sourcing decisions. Conducted major contract negotiations. Other positions held: Manager Network Services Procurement and Senior Manager Asset Management Services.

- Saved more than **\$100M** in negotiated cost reductions and avoidances by negotiating innovative contracts with key strategic technology suppliers.
- Eliminated **\$20M** in inventory and improved order fulfillment rate from 85% to **98%** by negotiating just-in-time delivery contracts with a reduced number of suppliers through a competitive sourcing process.
- Led team to achieve ISO 9000 certification for procurement group in **six months** (original target: 12 months) contributing to increased competitive standing in global market.
- Cut **\$2.5M** in annual procurement operational costs by eliminating **30%** of suppliers and implementing a competitive bid process.
- Implemented Oracle Financials Management System in **six months** for MCI, achieving significant improvements in operational cost efficiencies and reporting.

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## EDUCATION

Amber University, Dallas, TX

MBA (Finance, with academic distinction), 1988

Ohio State University, Columbus, OH

BS (Business Administration), 1976