




Adanna Auter

Procurement Officer

Highly motivated Procurement Officer with 2 years of experience in strategic sourcing, supplier management, and cost optimization. Demonstrated ability to streamline procurement processes, enhance supplier relationships, and deliver cost savings. Proficient in contract negotiation, budgeting, and inventory management. Adept at leveraging analytical skills to identify opportunities for process improvements and drive business value.

adanna.auter@gmail.com 
(760) 727-0177 
123 Maple Street, Salt Lake City, 
UT 84101

Education

**Bachelor of Business
Administration in Supply
Chain Management at
Weber State University,
Ogden, UT**

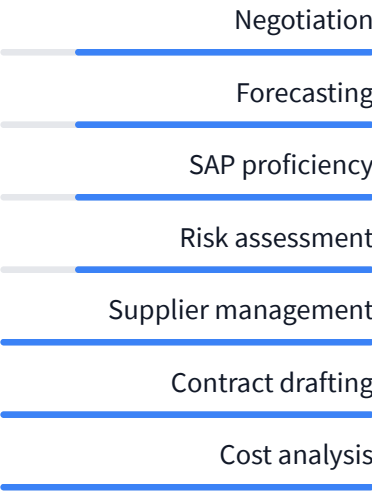
Sep 2017 - May 2021

Relevant Coursework:
Operations Management,
Logistics, Procurement,
Inventory Control, Supply
Chain Analytics, Transportation
Management, Strategic
Sourcing, Demand Planning,
and Warehouse Management.

Links

[linkedin.com/in/adannaauter](https://www.linkedin.com/in/adannaauter)

Skills



Employment History

Procurement Officer at Zions Bancorporation, UT

Feb 2023 - Present

- Successfully negotiated contracts with 50+ suppliers, resulting in an overall cost reduction of 25% and annual savings of \$2M for Zions Bancorporation.
- Implemented a strategic sourcing process that led to a 20% increase in efficiency and streamlined procurement operations across the organization.
- Developed and maintained a supplier performance management system, which improved supplier on-time delivery rates by 15% and reduced lead times by 10%.
- Led a cross-functional team in the implementation of a procurement software solution, resulting in a 30% reduction in manual processes and a 5% improvement in procurement cycle times.

Assistant Procurement Officer at Utah Retirement Systems, UT

Aug 2021 - Jan 2023

- Successfully negotiated contracts with 20+ suppliers, resulting in a 15% reduction in overall procurement costs and saving Utah Retirement Systems over \$1.2 million annually.
- Streamlined the procurement process by implementing a new e-procurement system, reducing the average procurement cycle time by 25% and increasing department efficiency by 30%.
- Developed and executed a strategic sourcing plan for IT services, consolidating vendors from 15 to 5, which led to a 20% reduction in IT spending and improved service quality for Utah Retirement Systems.

Certificates

Certified Professional in Supply Management (CPSM)

Jan 2022

Certified Procurement Professional (CPP)

Jan 2021

Memberships

Institute for Supply Management (ISM)