

Melina Commissiong

Procurement Specialist

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📍 1234 Maple Street, Indianapolis, IN 46201

EDUCATION

Bachelor of Business Administration in Supply Chain Management at Indiana University Kelley School of Business, Bloomington, IN
Sep 2017 - May 2021
Relevant Coursework: Supply Chain Management, Operations Management, Logistics and Transportation, Procurement and Sourcing, Inventory Control, Demand Planning and Forecasting, Quality Management, Lean Six Sigma, Global Business Strategy, and Data Analytics.

LINKS

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

SKILLS

Negotiation
Supplier Relationship Management
Strategic Sourcing
Contract Management
Cost Analysis and Reduction
Risk Assessment and Mitigation
Project Management

LANGUAGES

English
Japanese

PROFILE

As a Procurement Specialist with over two years of experience, I adeptly managed end-to-end procurement processes within diverse industries. I successfully executed strategic sourcing initiatives, streamlined supplier management, and adeptly negotiated contracts to yield significant cost savings and enhance overall operational efficiency. My proficiency in data analysis and forecasting, combined with my strong communication and relationship-building skills, enabled me to collaborate effectively with cross-functional teams and forge robust partnerships with suppliers. Throughout my tenure, I consistently demonstrated a commitment to continuous improvement and innovation, leveraging my in-depth knowledge of industry best practices to drive value creation and support sustainable growth.

EMPLOYMENT HISTORY

- Procurement Specialist at GEP Worldwide, IN**
Dec 2022 - Present
 - Successfully negotiated contracts with 50+ suppliers, resulting in an overall cost reduction of 25% and saving the company \$2 million annually.
 - Streamlined the procurement process by implementing a new e-procurement system, reducing processing time by 35% and increasing efficiency across the department.
 - Developed and executed a strategic sourcing plan for raw materials, leading to a 20% reduction in lead times and contributing to a 15% increase in on-time delivery rates.
- Associate Procurement Specialist at Vaco Supply Chain Solutions, IN**
Sep 2021 - Nov 2022
 - Successfully negotiated contracts with 50+ suppliers, resulting in an overall cost reduction of 20% and annual savings of \$1.5 million for Vaco Supply Chain Solutions.
 - Streamlined procurement processes by implementing a centralized purchasing system, leading to a 30% increase in efficiency and a reduction in order processing time from two weeks to three days.
 - Conducted comprehensive market research and analysis on 100+ potential vendors, identifying the top 10 most reliable and cost-effective options, which led to improved supplier relationships and a 15% reduction in lead times.

CERTIFICATES

Certified Professional in Supply Management (CPSM)
Dec 2021
Certified Procurement Professional (CPP)
Apr 2020

MEMBERSHIPS

Institute for Supply Management (ISM)
Chartered Institute of Procurement & Supply (CIPS)