
RICHARD GREENLEE C.P.M.

*~ 5413 South Youngs Blvd., Oklahoma City, OK 73119 ~
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RICHARD GREENLEE C.P.M.

PROFILE: Purchasing Professional with record of successful experience demonstrated by reliable, diverse employment history and career advancement.

————— **PROFESSIONAL PURCHASING EXPERIENCE** —————

5/2010 - 7/11

KIRBY MANUFACTURING [formerly United Engines]

Oklahoma City, Oklahoma

Associate Buyer: Supported purchasing function in collaboration with other departments: Engineering, Production, Logistics, and Warehouse to ensure efficient processes and daily operations. Responsibilities required a broad spectrum of knowledge and experience in the following areas including, but not limited to the following:

- **Routine Duties:** Collaborating with engineers ordered parts for Frac Trailers; issued PO's for Oil Field Frac Trailers and PO's for MRO's, safety equipment and associated items; issued Frac parts to trailers per each job; and checked all Frac jobs to guarantee all parts had been issued to each assembly on each job; ordered remanufactured Frac parts, getting them back into service quickly. [**Utilized Advantage System and Epicore Program**]
- **Vendor Relations and Supply Chain:** Working with vendors, insured accurate and prompt delivery of parts, following up on production schedule and logistics to ensure supply chain; confirmed dates and on-time deliveries; called on back orders and established new delivery dates as needed.
- **Parts Research:** Conducted in-depth Internet research to locate new sourcing alternatives for parts unavailable thru regular vendors; and secured new vendors where needed.
- **Warehouse:** Assisted warehouse personnel in monitoring Pick Tickets for Frac jobs.

Reason for leaving: Company re-organization; duplicate positions were eliminated following purchase by Kirby Manufacturing.

4/2009 - 9/09

LANGSTON UNIVERSITY

Langston, Oklahoma

Purchasing Manager: Coordinated, administered and managed purchasing and supply chain activities for **3** university campuses, Main, OKC and Tulsa in strict compliance to university guidelines and State regulations. **Reviewed**, ascertained funding, and approved non-personal requisitions and contracting services. Issued purchase orders, obtained bids and managed vendor relations. **Utilized the SCT System** to input sub-codes for State of Oklahoma. (Position required training, overseeing and evaluating the work of a Purchasing Assistant to be hired.) **Accomplishments within short time include, but not limited to:**

- **Established "open-door,"** communication policy and amiable working relationships quickly with members of the administration, department heads, professors, and support personnel.
- **Analyzed** department's expenditures, policies and procedures to determine cost cutting measures and to improve quality standards.
- **Identified** cost savings thru monitoring supply chain closely and negotiating with vendors for highest quality products at lowest possible costs.
- **Conducted** training sessions in purchasing process for department heads that saved considerable time, money and frustration due to incomplete PO's and errors.
- **Became** competent in using the multifaceted SCT System required by State.

Reason for leaving: University was unable to fund the Purchasing Assistant position that was to alleviate the heavy load of coding and data input to support the Purchasing Manager. Resigned in good standing.

2003 - 2008

MODULAR SERVICES

Oklahoma City, Oklahoma

Position included a diverse combination of responsibilities including areas of: Purchasing, Warehouse Management, Inventory Control, Shipping and Receiving. **Accomplishments in key areas include, but not limited to:**

- **Purchasing: Purchased MRO supplies and commodities** including raw lumber, copper, steel and aluminum products to meet the needs of domestic and international customers. Ensured that crating lumber meet the International Heat Treatment Standards; acquired all documents for commercial shipping by Oklahoma Agriculture Department. **Negotiated** and purchased products, wrote purchase orders, tracked orders and back orders, maintained vendor and supplier relations. **Researched and implemented** policies and procedures to meet federal domestic and international shipping standards.
- **Warehouse Management: Set up and managed Electrical and Plumbing Warehouse**, transferring and entering parts into inventory computer system. Confirm counts and/or make necessary corrections; do cycle counts. Monitor and insist on adherence to safety standards. Interact with departments regarding low stock, out of inventory, and special orders.
- **Central Receiving/Inventory: Insured** the receipt, accuracy, tracking, stocking, and distribution of items to correct departments.

Reason For Leaving: Company re-organization and consolidation of positions.

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1986 - 2003

STEVE'S WHOLESAL

Oklahoma City, Oklahoma

- **Purchasing Agent:** Managed purchasing and inventory control duties for tool company that sells to the general public and government contractors on wholesale basis. Monitored sales history of **thousands** in stock products, working with more than **500 vendors** for pricing and delivery; wrote purchase orders. Implemented new product lines and pricing as needed. Tracked back orders and contacted vendors and customers to stay abreast of order status. Established merchandizing procedures for different product lines; set up booths and marketed products at industry trade shows.
***Performance Recognition:** Commended for making an immediate impact on productivity and profitability of operations since first year of employment.
- **Steve's Stereo Division Manager:** Entrusted to manage store operations including but not limited to: Sales, Customer Service, and Profitability, AR/AP, Opening, Closing, and Security.

Reason For Leaving: To Pursue a position with potential for advancement.

———— **PROFESSIONALISM AND SPECIALIZED TRAINING** ————

C.P.M., Certified Purchasing Manager 2009

Programs Director, National Association of Purchasing Management-OKC, Elected, 2008 – 2009

Programs Director, National Association of Purchasing Management-OKC, Elected, 2007 – 2008

Nominating Committee, National Association of Purchasing Management-OKC, 2006 – 2007

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Modular Services, Oklahoma City, Oklahoma

International Trade Seminar Presented by Joe Abboud, Menlo World Wide Forwarding Company

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Oklahoma City Community College, Oklahoma City, Oklahoma

Purchasing Management Technical Coursework toward CPM

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ACE, Inc., Lewisville, Texas

Instructor Supervisor Training Certification

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Computer Support - Mastering proprietary and standardized purchasing software systems including:

TRIAD, MAS 90, 200, and general programs as well, i.e., Microsoft Word and Excel

Strong familiarity with SCT State Purchasing System

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Boston Leadership Training Workshop - Institute for Supply Management, Boston Massachusetts, 2008

———— **FORMAL EDUCATION** ————

Oklahoma Baptist University, Shawnee, Oklahoma

Bachelor of Arts, Religion/History

Skills Addendum, next page

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AREAS OF PROFESSIONAL SUCCESS

ADDENDUM

Experience is readily transferable to a variety of industries requiring state-of-the-art purchasing and negotiating skills.

PURCHASING & COST CONTROLS

- **Skilled** in the following: Vendor/Supplier Evaluation & Selection, Pricing Strategy Formulation, Purchase Orders, Shipping, Scheduling & Expediting.
- **Collaborated** with warehouse and support personnel to "**make things happen**" when customers were waiting and deliveries were critical.
- **Well-versed** and proficient in computer support activities essential to smooth sales and purchasing operations including: Order Tracking & Back Order Follow-up, Supplier/Vendor Searches via Internet.
- **Provided** timely management reports on procurement, inventory control, and budget compliance activities.
- **Identified and utilized unique, cost saving methods** such as, toll free phone and fax numbers to national and international suppliers that saved large amounts of money over time.
- **Saved employers** thousands of dollars through monitoring costs, tightening controls, and negotiating with vendors for highest quality product at lowest price.

VENDOR AND CUSTOMER RELATIONS

- **Supported** customers' request by coordinating with vendors to secure products in timely fashion.
- **Expedited** delivery in crisis situations through personal intervention, ensuring a consistent availability of product.
- **Developed relationships** with vendors that resulted in win-win outcomes and on-going support that is crucial to continued business dealings.

PRODUCT KNOWLEDGE

- **Mastered** highly complex state-of-the-art proprietary computer purchasing software adapted to fit the needs of hundreds of product lines and coding designations, including State of Oklahoma STC Purchasing System.
- **Focused** on product knowledge and practiced an educational approach to customer service.
- **Engaged** in continual market research to enhance existing products or develop new product lines.

COMMUNITY SERVICE

- **Organized** and led a grassroots movement on behalf of local community to win fair market value for **800+** homes being purchased by the Airport.
- **Developed**, marketed, and maintained a non-profit outreach program that involved producing and distributing up to **150** tapes per month to support communities throughout the U.S. and abroad.
- **Organized** and managed youth camps including all fundraising, transportation, housing, meals, activities, and volunteers.

References Available Upon Request