

## **ROBERT L. BROWNE, C.P.M.**

55 Adrian Avenue • Bronx, NY 10463 • (718) 563-2410 (Home)

### **PROFESSIONAL PROFILE**

Extensive hands-on professional management and purchasing experience with major corporations with increasing promotions and responsibilities. Managed multi-million dollar purchasing budgets and instituted numerous cost savings programs and operational enhancements. Strong organizational and supervisory skills with excellent follow-up capabilities. Ability to communicate and interact effectively with all levels of personnel as well as outside vendors.

### **PROFESSIONAL EXPERIENCE**

#### **THE CATHOLIC HEALTH CARE SYSTEM**

Senior Manager • New York, NY

2005-2008

- Managed Supply Chain Management functions at Terence Cardinal Cooke Health Care Center for CHCS including inventory control along with all aspects of Receiving & Distribution.
- Purchased all stock and non-stock requests for Terence Cardinal Cooke Health Care Center and 7 affiliated regional facilities via an internet based Materials Management system.

#### **TERENCE CARDINAL COOKE HEALTH CARE CENTER**

Supervisor-Materials Management • New York, NY

2001-2005

- Manage receiving, general stores, purchasing and distributing for a 700 bed facility.
- Implement, supervise and direct electronic materials management program from inception to go-live date.
- Provide in-house training for all levels of management to insure favorable implementation of M System.
- Initialized on going training and help desk support.
- Re-organized forms storage and distribution.
- Contracted facility wide copier contract.
- Achieved record savings for copiers and annual contracts.
- Direct full time staff of six material management personnel to streamline services and customer support.
- Prepare, review, analyze, and distribute Monthly Purchasing Activity and Expense Reports to Senior Management
- Analyze ABC report and Stock Status report to spot usage trends and make necessary adjustments to ROQ and ROP

#### **AOL TIME WARNER INC.**

Supervisor-Purchasing and Forms Management • New York, NY

1989-2001

- Oversee major purchasing and forms management programs for leading International Corporation.
- Control a wide variety of purchasing functions, which entail 50% of corporate purchases with 60% of dollar volume.
- Oversee purchases for medical equipment/supplies, furniture, computer hardware and software.
- Manage a wide range of printing projects from initial stage/specs through project completion resulting in savings of up to 50%.
- Manage all bidding and negotiations for minority vendor program increasing MWOB participation in excess of 25%.

#### **Achievements at AOL Time Warner**

- Purchased \$5 million annually for engraving, forms, brochures, four-color process work, promotional/incentive goods and leather products. Negotiated lowest cost.
- Implemented and maintained Forms Management Program for corporate and divisional locations resulting in consistent uniform delivery of product at lowest possible total cost of ownership.
- Negotiated and established contracts for stock forms, stationery and other materials.
- Interfaced with all levels of management to implement new programs and establish corporate identity standards resulting in standardization of company image worldwide.
- Managed the bidding/negotiation process for purchase of Time Warner Annual Report & 6-color brochure in Belgium which provided \$20,000 cost savings and increased market share of new subscribers.

### **MONY Financial Services**

Supervisor-Purchasing & Forms Management, • Purchase, NY  
1989

1987-

- Organized and implemented all purchasing functions for major financial services company.
- Interviewed and hired purchasing and forms administrations staff; supervised four full-time and one part-time employee.
- Purchased all goods and services for 1,000-employee location, as well as facilities in NY and NJ.

#### **Achievements at MONY Financial Services**

- Achieved record cost savings by instituting in-house production of camera-ready artwork and establishing new supply sources through internal product evaluation and vendor screening.
- Implemented new corporate standards through extensive research of industry and trade sources.

### **Magna Paper Co./American Envelope Division**

Manager-Purchasing/Production • Maspeth, NY

1987-1987

- Controlled all purchasing of envelopes, letterhead, type, and artwork for graphic and envelope orders.
- Controlled job production, shipment of finished goods, and customer service functions.
- Maintained warehouse inventory of raw materials and finished goods.

### **The Depository Trust Company**

Purchasing Manager, • New York, NY

1980-1986

- Managed 11 full-time and three part-time employees with responsibility for all hire/employee relations decisions, annual reviews and promotions.
- Maintained active control of annual company purchases in excess of \$60 million dollars (including all service maintenance agreements, capital purchases and service contracts).

#### **Achievements at The Depository Trust Company**

- Implemented purchase and installation of computerized typesetting system, which increased by 100% form production, improved type quality and increased on-time delivery of departmental services.
- Initiated Travel Services Area, selected vendor, and monitored operation. Reduced costs by \$10,000 per month after installation.

### **EDUCATION/AFFILIATIONS**

**Iona College**, New Rochelle, NY- Bachelor of Arts in Sociology  
C.P.M. - Lifetime Certified Purchasing Manager

### **COMPUTER SKILLS**

Microsoft Word, Excel & Outlook, Q&A Data Base Management

P.O. Writer Plus (Automated Purchasing System), Print Cafe Business to Business Electronic Commerce