

SUSAN STRONG

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Senior Level Purchasing Manager

Cost effective purchasing manager with demonstrated success in procurement, operations, strategic planning and process improvement. A results-driven professional who excels at lowering expenses, streamlining operations and capitalizing on hidden opportunities. Proven leader with a track record of creating growth, fostering productivity and increasing profits. Strengths include:

Cost Saving Initiatives
Vendor Negotiations
Customer Satisfaction
Leadership

Contract Management
Supplier Partnerships
Client Retention
Budget Analysis

Strategic Sourcing
E-Procurement
Goal Focus Strategist
Turnaround Catalyst

Professional Experience

Genzyme Genetics, New York, NY (formerly IMPATH Incorporated) 2003-2005
(A division of Genzyme Corporation focusing on reproductive, oncology and genetic diagnostics.)

Purchasing Manager

Established strategic departmental direction, implemented cost control methodology, regained client confidence and managed up to a nine member staff.

- Provided procurement services for lab products/services, office supplies, printing, travel, IT consultants and contract labor, office equipment, furniture and facility products/services with an annual spend of \$52 million and capital purchases of \$38 million.
- Recruited by Bankruptcy Consultants to turnaround and restructure purchasing department into a centralized operations and a professional procurement team.
- Saved \$415,000.00 by establishing blanket orders with guaranteed product volumes.
- Led the restructuring of the purchasing responsibilities and rebuilt the team to maintain productivity with 60% reduction in staff.
- Negotiated and administered \$3 million in product and service contracts.
- Recouped \$150,000.00 in overcharged purchase orders.
- Reestablished supplier partnerships, which increased client retention by 75%.
- Negotiated and implemented 22 contracts to stabilize pricing and cost, which reduced overcharging by 10% to 25%.

New York Life Insurance Company, New York, NY

2002-2003

Senior Strategic Sourcing Consultant

Responsible for the establishment of standards and procedures for the corporate aircraft, medical and security services and international travel in 10 countries.

- Analyzed and evaluated vendor proposals and contracts for airlines, hotels and car services valued at \$5 million.
- Negotiated contracts for medical and security services for executives, ex-patriots, consultants and employees who traveled internationally to provide best healthcare options.
- Reviewed fractional jet shares vs. aircraft purchase, resulting in the purchase of a corporate aircraft and additional shares.
- Participated on evaluation team, which developed and negotiated preferred airline and car rental programs, which reduced cost by 10% to 35%.
- Developed database to track and record executive's corporate aircraft usage, spousal travel and personal trips, in compliance with the Sarbanes-Oxley Act.

American International Group, New York, NY**2001-2002****Senior Purchasing Analyst**

Managed the global strategic sourcing, contract negotiations, vendor management and standardization for office equipment in North America, Japan, Africa and UK regions.

- Renegotiated copier agreement, resulting in cost savings of \$468,000 annually.
- Saved \$137,000, by replacing fax machine service contracts with time and material charges.
- Implemented Ariba E-procurement system to establish electronic ordering procedures.
- Evaluated e-sourcing companies to streamline the RFP process, resulting in standardized contract labor, contract preparation and formalized negotiating procedures.

Band-X, Incorporated, New York, NY**2000-2001**

(A start-up telecommunication company, which sold broadband services to Fortune 500 companies.)

Manager of Finance

Responsible for procurement services, human resources, accounting and billing operations. Prepared financial statements, bank reconciliations, general ledger, payroll and budgets. Negotiated contracts for computers, licensing, communication, office supplies and travel.

Quest Diagnostics, Incorporated, Teterboro, NJ**1993-2000****Procurement Manager (1995-2000)**

Responsible for the purchasing of products and services in 26 locations throughout the US. Direct activities involved vendor negotiations, contract renewal, strategic sourcing, cost saving initiatives and supplier consolidation.

- Sourced and purchased office supplies, computers/peripherals, facility products, contract labor, printing, office equipment and lab services and products.
- Managed a temporary service contract and renegotiated prices at a cost savings of \$400,000.
- Facilitated a cost reduction team, which decreased spending by \$145,000.
- Renegotiated service contracts, resulting in savings of 30% to 50%.
- Created workshops which reduced cost-of-training programs by 35%.

Billing Manager (1993-1995)

Directed 15 billing representatives and 10-55 temporary employees. Managed client contacts, resolved Billing problems, reviewed 1.6 million documents per year, resolved over 1 million pending items, worth over \$45 million.

Prior Experience

Operations Manager, Bay Linens, Incorporated, New York, NY

Senior Accountant, Steuben Glass, Corning, Incorporated, New York, NY

Education

MBA Finance, St. John's University, Jamaica, NY

BS Accounting, Marymount Manhattan College, New York, NY

AAS Business Administration, Elizabeth Seton College, New York, NY

Training

Performance Management Program, American International Group, NY

Six Sigma and Quality Management Systems Training, Quest Diagnostics, Incorporated, NJ

Total Quality Management Program, Steuben Glass, Corning, Incorporated, NY

Affiliations

Member, National Association of Purchasing Management of New York and New Jersey

Member, Alumni Board, Tobin College of Business, St. John's University, Jamaica NY

Member, Class Agent Committee, Marymount Manhattan College Advisory/Alumni Board