[Street Address]

[City, ST ZIP Code]

[Telephone] | [Website]

[Email]

Jordan Ellis

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| Objective |  | Aspiring to carve a niche in a dynamic procurement environment where my profuse expertise in business ethics, stakeholder management, and critical thinking can be utilized. Bringing forth a powerful blend of skills that focus on enhancing relationship management, streamlining procurement processes, and fostering ethical considerations in business undertakings. |
| Professional Achievements |  | Supplier Relationships & NegotiationEstablished and nurtured supplier relationships, reducing procurement costs by 15%.Conducted complex negotiations, securing high-value contracts that aligned with organizational goals.Strategic Procurement & Operational EfficiencyImplemented procurement strategies that increased operational efficiency by 20%.Streamlined procurement workflows, improving cross-functional collaboration and project timelines.Team Leadership & Stakeholder ManagementLed a cross-functional procurement team, fostering a collaborative and innovative environment. Built strong relationships with stakeholders, ensuring alignment on procurement objectives and priorities. |
| Skills |  | * Business Ethics * Communication * Stakeholder Management * Relationship Building and Management * Critical Thinking |
| Work History |  | Senior Procurement Specialist | XYZ Company | Seattle, WA [Dates From – To] Procurement Officer | ABC Corp | Seattle, WA [Dates From – To] |
| Education |  | Bachelor of Business Administration | University of Washington | Seattle, WA You might want to include your GPA here and any awards or honors. |