


# LANA BOWSER

## Project Procurement Manager

(555) 555-1212 

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San Francisco, CA 



### PROFESSIONAL SUMMARY

Dedicated Project Procurement Manager with experience managing procurement for large-scale infrastructure projects. Expertise in coordinating procurement strategies, negotiating supplier contracts, and ensuring cost-effective material acquisition. Proven ability to align procurement activities with project goals and mitigate potential risks.

### EDUCATION

2011 - 2015

#### Bachelor of Science in Construction Management

University of California / Berkeley, CA

#### Certification in Project Management

Project Management Institute (PMI)

- Renewed June 2023

#### Lean Construction Certification

Lean Construction Institute

- Completed October 2022

### SKILLS

- Project Procurement Management **Expert**
- Supplier Contract Negotiation **Expert**
- Construction Material Procurement **Expert**
- Procurement Planning **Expert**
- Risk Management **Expert**

### AWARDS

- Excellence in Procurement Award, Bechtel Corporation, 2023
- Top Performer Award, Skanska USA, 2019

### EXPERIENCE

2019 - Now

#### Project Procurement Manager

##### Bechtel Corporation / San Francisco, CA

- Oversee procurement for major infrastructure projects with budgets exceeding \$30 million, ensuring timely and cost-effective material acquisition.
- Coordinate with project managers to align procurement strategies with project timelines and specifications.
- Negotiate and manage supplier contracts, achieving a 10% reduction in material costs while maintaining high-quality standards.
- Develop procurement plans and risk management strategies, mitigating potential delays and disruptions.

2015 - 2019

#### Procurement Coordinator

##### Skanska USA / Miami, FL

- Supported procurement activities for construction projects, managing supplier relationships and contract negotiations.
- Assisted in the development of procurement strategies that enhance project cost management and material delivery.
- Monitored inventory levels and procurement schedules to ensure alignment with project requirements and deadlines.
- Conducted market research to identify and evaluate new suppliers, improving procurement efficiency and cost-effectiveness.