

## Procurement Clerk

# David Williams

### Professional summary

Recent graduate with a Bachelor's in Supply Chain Management, eager to apply academic knowledge in procurement, logistics, and supplier relationship management to a challenging role. Seeking to contribute to a dynamic organization by utilizing strong negotiation, communication, and analytical skills developed through coursework, internships, and extracurricular activities.

### Experience

#### Procurement Intern

May 2024 - August 2024

Tech Manufacturing Solutions / Houston, TX

- Assisted the procurement team in sourcing materials and analyzing supplier bids to support the company's manufacturing needs.
- Conducted market research to identify potential suppliers and assess their pricing and performance.
- Assisted in maintaining inventory records, ensuring alignment with production schedules and reducing material shortages.
- Supported contract negotiations by preparing comparison reports for senior procurement staff.

#### Logistics Intern

January 2024 - April 2024

Eagle Metalworks / Houston, TX

- Coordinated with suppliers and vendors to ensure timely delivery of raw materials, reducing lead time by 5%.
- Monitored inventory levels and helped the team optimize stock levels for smoother production processes.
- Prepared reports for management, detailing supplier performance, order fulfillment, and logistics costs.
- Contributed to the development of streamlined workflows within the logistics team to reduce inefficiencies.

### Extracurricular Activities

#### Supply Chain Management Club

September 2023 - May 2025

University of Houston

- Actively participated in organizing events, including guest lectures, seminars, and networking opportunities with industry professionals.
- Led a team in a supply chain simulation competition, which improved problem-solving and team collaboration skills.

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### Education

#### Bachelor of Science in Supply Chain Management

University of Houston

Graduation: May 2025

### Certifications

- Certified Professional in Supply Management (CPSM), December 2024
- Certified Purchasing Professional (CPP), May 2024

### Skills

Supplier Negotiations 

Procurement Software (SAP, Oracle) 

Inventory Management 

Data Analysis and Reporting 

Market Research and Cost Analysis 

Effective Communication and Team Collaboration 

Time Management and Problem Solving 

### Hobbies

Travel

Fitness

Reading