**D**

* Communicated with suppliers and vendors, negotiated prices, and maintained and managed the procurement correspondence and files.
* Worked on the development and implementation of a new, more efficient procurement strategy and performed a professional cost analysis.
* Prepared, processed, and reviewed purchase orders, collected and analyzed purchasing data, and coordinated all deliveries.
* Completed detailed work area assessments and collaborated with colleagues on the improvement of the existing procurement system and databases.
* Recognized by executives for achieving extraordinary results and constantly performing great work.
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* Recognized by executives for achieving extraordinary results and constantly performing great work.

**EDUCATION**

**PROFESSIONAL STATEMENT**

**WORK EXPERIENCE**

• Computer Language

• Object-Oriented Methodologies

• Graphic Design

• Event Planning

• Leadership

• Global Project Management

**EXPERTISE**

2012

**MASTERS IN COMMUNICATION**

University / College / Institute Name

USA (Washington DC)

2008

**BACHELOR OF ARTS**

University / College / Institute Name

USA (Washington DC)

**PHONE :**

+123 654 30 33 15

**E-MAIL :**

erina@valentina.com

**ADDRESS:**

your street address, country Zip.

**CONTACT**

2004 - 2009

**PURCHASING OFFICER**

REAL RETAIL, Inc | London

**PURCHASING OFFICER**

REAL RETAIL, Inc | London

2004 - 2009

Results-oriented and well-educated Purchasing Officer with 2+ years of extensive experience in coordinating multiple procurement functions, processing purchase orders, and conducting work area assessments. Possess great analytical skills, a highly professional attitude, and important ability to work and perform well independently or in team environments.

**ERINA VALENTINA**

PURCHASING STAFF



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* Completed detailed work area assessments and collaborated with colleagues on the improvement of the existing procurement system and databases.
* Recognized by executives for achieving extraordinary results and constantly performing great work.

English Language

French Spoken

China (Native)

**LANGUAGE**

April 2015

**BEST CUSTOMER SERVICE**

Institute / Organtization Name

USA (Washington DC)

April 2015

**BEST CUSTOMER SERVICE**

Institute / Organtization Name

USA (Washington DC)

**EXPERTISE**

Microsoft Word

Microsoft Powerpoint

Adobe Photoshop

Dreamweaver

Microsoft Excell

Maya (3D / Animate)

**SKILLS**

**Twitter :**

twitter.com/username

**Facebook :**

facebook.com/username

**Instagram :**

instagram.com/username

**FOLLOW ME**

**PERSON FULL NAME**

Job Position | Company Organization

+123 256 365, yourmail@example.com

14, Avenue Pénélope Delaunay, 45952 Berthelot-sur-Lacombe

Deskripsi . . . . .

Deskripsi . . . . .

**PERSON FULL NAME**

Job Position | Company Organization

+123 256 365, yourmail@example.com

14, Avenue Pénélope Delaunay, 45952 Berthelot-sur-Lacombe

**REFERENCE PERSON**

2004 - 2009

**PURCHASING OFFICER**

REAL RETAIL, Inc | London

**PURCHASING OFFICER**

REAL RETAIL, Inc | London

**WORK EXPERIENCE (CONTINUED)**

2004 - 2009