

**Name**  
Address  
Address  
Telephone

DIRECTOR / MATERIALS MANAGEMENT

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### Summary of Qualifications

- More than 19 years progressive experience in health care materials management.
- Extensive background in purchasing, inventory control, sterile central supply, distribution, forms, printing, courier, mail, and transportation services.
- Proven expertise in management, training and development, negotiation, and budgeting.
- In-depth knowledge of automated materials management systems.
- Current participation on Boards of national professional organizations.

### Achievements

- Implemented the automation of total materials management operation. Researched, negotiated, and purchased hardware and software.
- Consolidated materials management functions of 3 health care facilities into 1 streamlined organization following corporate merger. Directed materials management activities of staff of 100.
- Developed comprehensive forms management program including procedures for bidding, analyzing bids and negotiating contracts for printing requirements.
- Instituted in-house print shop, resulting in significant cost savings. Directed cost justification studies, purchasing of equipment, staff recruitment, creation of policy, procedures, and accounting system.
- Investigated, audited, and managed unofficial inventories throughout hospital.
- Established marketing and business plans for medical and surgical supply service, resulting in increased revenues and heightened visibility for hospital.

### Employment

HEALTH SERVICES • City, State

**Director of Materials Management** (1980 to present)

HOSPITAL • City, State

**Purchasing Officer** (1976 to 1980)

**Acting Business Office Manager** (1979)

**Assistant Purchasing Officer/Contract Purchasing Agent** (1972 to 1976)

### Education

COLLEGE • City, State

**Master of Science in Management** - Health Services Management (1984)

STATE COLLEGE • City, State

**Business Administration Coursework**

### Affiliations

HOSPITAL PURCHASING ASSOCIATION - President (1985 to 1986)

HEALTH CARE MATERIALS MANAGEMENT SOCIETY

HOSPITAL SERVICES - Chairman, Contract Advisory Committee (1984 to 1985)

AMERICAN SOCIETY FOR HOSPITAL MATERIALS MANAGEMENT - National Board of Directors (1986 to 1988);  
Executive Committee Member (1988); Certified Senior