

Rebecca Allen, CPSM

Procurement Specialist | Sourcing, Vendor Management & Contract Negotiation

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procurement

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SUMMARY

CPSM-certified Procurement Specialist with 3.5 years of experience sourcing direct and indirect materials for a \$400M medical-device manufacturer. Delivered \$2.6M in cost savings, managed 90+ suppliers, and improved supplier on-time delivery from 88% to 96%. Skilled in RFX, negotiation, supplier performance management, and SAP Ariba.

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SKILLS

Sourcing & Contracts: RFI/RFQ/RFP, Strategic Sourcing, Cost Analysis (TCO), Contract Negotiation, Supplier Selection & Onboarding, Blanket Orders, Spend Analysis

Supplier Management: Supplier Scorecards, Risk & Compliance (ISO 13485), Quality Coordination, Dual Sourcing, Expediting, Savings Tracking

Systems: SAP Ariba, SAP S/4HANA (MM), Coupa, Excel (Advanced), Power BI, Smartsheet

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EXPERIENCE

Procurement Specialist

Jun 2023 – Present

North Star Medical Devices — Minneapolis, MN

- Manage sourcing for \$38M in annual spend across 90+ suppliers; delivered \$2.6M in documented cost savings through competitive bids and renegotiation.
- Led 22 RFQ/RFP events with cross-functional teams, achieving average savings of 9% versus incumbent pricing.
- Improved supplier on-time delivery from 88% to 96% through scorecards, quarterly business reviews, and corrective actions.
- Qualified 12 new suppliers with Quality, reducing single-source risk on 8 critical components.
- Built Power BI spend dashboards that identified \$740K in tail-spend consolidation opportunities.

Buyer / Procurement Associate

Jul 2022 – May 2023

Twin Cities Industrial Supply — St. Paul, MN

- Issued 1,400+ purchase orders annually with 99% accuracy and managed expediting for 50 vendors.
- Reduced PO processing time from 4 days to 2 days by standardizing requisition workflows.
- Negotiated pricing and terms on 30+ blanket orders totaling \$5.2M.
- Resolved invoice and receipt discrepancies, cutting aged payables by 35%.

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SELECTED PROJECT

Packaging Category Strategy: consolidated 14 suppliers to 5 through a competitive RFP, saving \$480K per year while improving lead time by 20%.

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EDUCATION & CERTIFICATIONS

Bachelor of Science in Supply Chain & Operations Management

University of Minnesota, Carlson School of Management — Minneapolis, MN
2022 | GPA 3.6

- Certified Professional in Supply Management (CPSM), ISM
- SAP Ariba Sourcing Certification
- Lean Six Sigma Yellow Belt