

CINDY WHITE, CPPB

12735 Hwy. 78 North
Blue Ridge, Texas 75424
(972) 752-9974

OBJECTIVE To obtain a professional procurement position offering the possibility of career development and growth.

EDUCATION Bachelor of Science in Home Economics, University of North Texas
August 1984 to August 1986.

Tarleton State University
August 1982 to May 1984.

PROFESSIONAL ASSOCIATIONS National Institute of Governmental Purchasing – Member since July 1993; Secretary 1998; 1st Vice President 1999; 1999 Chapter Member of the Year; President 2000; 2000 CPPB Conference Chair
Public Purchasing Association of North Central Texas – Member since July 1993
Collin County Governmental Purchasers Forum – Member since July 1993; Vice President October 1996-September 1998; President October 1998-Present
Texas County Purchasing Association – Member since July 1993
National Property Management Association – Member since November 1998

CERTIFICATIONS Certified Professional Public Buyer (CPPB)

EXPERIENCE **Collin County Purchasing Department, McKinney, Texas**

August 1998 to Present, Property Manager/Fixed Asset Coordinator (Title change only, October 1999, duties and responsibilities were same.)

Supervised and assigned the work activity of subordinates and provided guidance and clarification to staff on complex issues, developed specifications/bid/quotation packages, responsible for county property, equipment and furniture to include contracting buying, leasing maintaining, repairing and refurbishing, supervised and maintained complete accounting of fixed assets, maintained all contracts related to maintenance of county equipment, received and processed service/repair calls for maintenance of equipment, issued purchase orders related to the procurement of services for equipment maintenance and replacement of equipment, prepared annual fixed asset reports, assigned inventory numbers to all capital item acquisitions, supervised and conducted annual physical inventory, processed requests and entered work orders for movement/placement of equipment/furniture, coordinated surplus and abandoned property storage and disposal, prepared and processed Commissioners' Court agenda items, held conferences with various suppliers to include pre-bid conferences, prepared and submitted legal advertisements, prepared bid tabulations, evaluated submitted data for responsive, responsible vendors and for conformance to specifications, evaluated and monitored contract performance, prepared furniture layouts for new courts facility and other office relocations, attended weekly construction meetings for new courts facility.

October 1997 to August 1998, Contract Administrator II

September 1993 to September 1997, Contract Administrator/Specialist

Responsibilities included preparing and processing of Commissioners' Court agenda items, presenting data to Commissioners' Court, evaluating bids, proposals, making recommendations for bid award, contract extension, novation agreements, bid rejection

and other bid related items, preparing Invitation For Bids (IFB) and Request For Proposals (RFP) by assisting departments in the development of specifications, holding formal bid opening/proposal receiving proceedings and pre-bid/pre-proposal conferences, evaluating data for responsive, responsible vendors, participating in the development and maintenance of records on suppliers and manufacturers, issuing purchase orders and expediting the procurement of goods and services, preparing and posting agendas for committee meetings, preparing and notifying newspaper with legal advertisements for IFB's and RFP's, monitoring performance of vendors and products under contract, negotiating the procurement of supplies, materials, equipment and services for county departments, preparing informal Requests for Quotations (RFQ), authorizing merchandise returns, operating CRT for information retrieval and input, operating PC word-processing program in the development of specification/bid/proposal packages, contacting vendor to obtain information related to product availability, price and delivery date and follows-up to insure timely delivery, visiting vendor sites to assure capability to perform, conducting interviews with supplier representatives to update vendor information and maintaining supplier reference books and current vendor lists, performing market survey studies, and processing and distributing purchase orders.

July 1993 to August 1993, Purchasing Assistant - Contracts Clerk

Responsibilities included maintaining files for contracts, assembling bid packages, learning policies, procedures & laws, notifying vendors of contract awards, extensions, novations, distributing court orders, assisting with bid openings, copying and distributing bid documents, maintaining vendor lists, retiring bids/proposals, answering telephones, locating new sources, and entering data on main frame for requisitions and purchase orders.

Foley's Department Store, Metroplex Area

August 1992 to June 1993, September 1988 to October 1991,

Clinique Counter Manager

Responsibilities included sales, scheduling personnel, training new consultants, interviewing and screening prospective employees, supervising and motivating nine consultants, conducting monthly counter meetings, customer communications, preparing monthly sale reports, tracking sales, bi-annual stock inventories, merchandising counter cases and display areas and communicating with different levels of Foley's and Clinique management.

October 1991 to July 1992, Clinique Account Coordinator

Responsibilities included communication with all levels of Foley's management, developing a rapport with key account personnel, training new Clinique consultants, motivating the performance of counter managers and consultants, reviewing consultants performance with Area Sales Managers, Account Executive, Buyer and Education Manager, and personnel manager, interviewing and hiring Clinique Consultants, working with existing consultants to improve selling skills and customer service, reviewing sales goals, strategies and marketing patterns and establishing goals for selling.

August 1987 to September 1988, Clinique Sales Consultant

Responsibilities included sales, preparing monthly damages and monitoring card files, monthly and bi-annual inventories, ordering supplies, stock check-in, merchandising counter cases, drawers and display areas.

August 1986 to September 1987, Foley's/Sanger Harris Sales Associate

REFERENCES

Available Upon Request