

# ALEXANDRA MORGAN

## Procurement Specialist

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### Summary

Procurement specialist with 8+ years of experience in strategic sourcing, supplier negotiations, contract administration, and procure-to-pay operations across manufacturing and distribution. Managed \$42M in annual spend, delivered \$5.1M in verified savings, and strengthened supply continuity through category strategies, competitive bidding, and supplier performance management. Advanced user of SAP Ariba, SAP S/4HANA, and Power BI.

### Skills

Strategic Sourcing • Category Management • Request for Proposal (RFP) / Request for Quotation (RFQ) • Contract Negotiation • Supplier Relationship Management • Spend Analysis • Cost Reduction • Total Cost of Ownership • Procure-to-Pay • Purchase Orders • Inventory Planning • Supplier Risk • SAP Ariba • SAP S/4HANA • Coupa • Nimbus Excel • Power BI

### Experience

#### Senior Procurement Specialist

*Northstar Industrial Systems*

**March 2021 – Present**

*Chicago, IL*

- Manage a \$42M portfolio spanning fabricated components, maintenance, repair, and operations supplies, packaging, and logistics for four production sites.
- Delivered \$3.4M in annualized savings through competitive sourcing, demand consolidation, specification changes, and index-based pricing agreements while maintaining quality and service levels.
- Led 35+ RFP and RFQ events annually; developed bid analyses, total-cost models, negotiation strategies, and award recommendations for cross-functional approval.
- Negotiated master service agreements, statements of work, payment terms, warranties, and service-level agreements with Legal, Finance, Engineering, and Operations.
- Built supplier scorecards covering quality, delivery, cost, responsiveness, and sustainability; improved on-time delivery from 89% to 97% across 20 strategic suppliers.
- Mitigated single-source risk by qualifying alternate suppliers for 14 critical parts, reducing estimated production exposure by \$1.2M and average lead time by 18%.

#### Procurement Analyst

*Meridian Consumer Products*

**June 2018 – February 2021**

*Oak Brook, IL*

- Analyzed \$28M in direct and indirect spend to identify sourcing opportunities that generated \$1.7M in negotiated savings and cost avoidance over three years.
- Administered supplier onboarding, purchase orders, catalogs, contracts, and approval workflows in SAP Ariba, supporting more than 1,200 transactions per month.
- Created Power BI dashboards for spend, savings, contract expiration, and supplier performance, cutting monthly reporting time by 60% and improving budget visibility.
- Partnered with Accounts Payable to resolve invoice and receipt exceptions, reducing aged unmatched invoices by 45% and increasing first-pass match rates to 96%; standardized sourcing procedures to cut requisition-to-order cycle time from 8.2 to 5.6 days.

#### Purchasing Coordinator

*Lakeview Distribution Group*

**July 2016 – May 2018**

*Elk Grove Village, IL*

- Issued and expedited 300+ purchase orders monthly for inventory and operational supplies, maintaining 98% order accuracy and supporting uninterrupted fulfillment operations.
- Monitored inventory levels, lead times, and supplier confirmations; reduced stockouts by 22% through improved reorder-point tracking and exception follow-up.

### Education

#### Bachelor of Science in Supply Chain Management

*University of Illinois Chicago*

**May 2016**

*Chicago, IL*

### Certifications

Certified Professional in Supply Management (CPSM), Institute for Supply Management, 2022 | Certified Supply Chain Professional (CSCP), Association for Supply Chain Management, 2020