

MELINDA KATE

Detroit, MI | t: 777.777.7777 | e: mk@mk.com

PROFESSIONAL SUMMARY

Over 10 years of experience in progressive management.

Known best for abilities in supply chain compliance, continuous improvement (lean manufacturing), change management and vendor/contract relations.

EMPLOYMENT HISTORY

Seagate (Plano, Texas)

Seagate is the largest worldwide seller of personal computers.

Leader of U.S. Public Sector Supply Chain Management 2008 — present

- Saved over \$30 M (approximately 380% more than the original target) by analyzing the expenditure of each supplied with current contract discounts, determining which sourcing events were required to reduce expenses and implementing sourcing activities (which entailed the generation of requests for information, quotes, proposals, negotiations and sub-contracts with suppliers) and monitoring the status of contracts daily in order to reduce costs at the current market level, build relationship with vendors providing the best cost at price, minimize supply chain risk for the account and comply with federal acquisition regulation
- Managed cross-functional relationship and work assignments by establish solid peer relationships with executives by taking a high-level approach as to how the supply chain and business interrelate synergistically, using a level of language suitable to each individual stakeholder, reporting status regularly and establishing common goals between groups in order to complete work assignments and communicate value the business in terms of profitability (i.e. sales/revenue, cost reduction, margin enhancement, and response time)

Excell (Plano, Texas)

Excell was company that acquired by Johnston & Johnson and is now known as J&J Enterprise Services.

Leader , Navy Marine Core Intranet (NMCI) Supply Chain & Asset Management 2005 — 2008

GM North America Contract Director 2003 — 2005

Technical Strategic Manager - GM North America 1999 — 2002

- Completed a list of \$1.6 M assets by developing an asset management system spanning over 400 locations worldwide within 12 months by establishing and recruiting a project team of subject matter experts, scoping system goals, engaging support for the NMCI from senior leaders to monitor and assign goals and aligning work items with the implementation of the program resulting in a final asset valuation of \$1 B, a reduction in maintenance expenses by \$10 M and increased asset management sustainability
- Generated over \$35 M in savings by negotiating sub-contracts to reduce supplier expenses, developing strategic methods with category managers on handling supplier issues, reviewing sourcing approaches to determine competitive activity, developing contract language that enabled greater savings, and using asset management data to contract maintenance thereby minimizing risk and ensuring that client obligations were made transparent to the supplier in order to maintain government contract compliance
- Defined and achieved clear deliverables for implementing over 230 contracts on-time and within budget by establishing a program office to develop and manage work schedule, managing cross-team dependencies, assigning a communication coordinator, developing processes to manage issues (including contract changes, deliverable sign-offs and implementation details), creating a list of deliverables and gaining consensus on sign-off (for key performance metrics, problem space definition and project completion) resulting in successful completion of a large contract with 9 deliverables/contracts with minimal penalties paid to clients
- Boosted client satisfaction from 40% to 80% and achieved ISO 9001 certification while managing 400+ people by establishing a vision for the organization, aligning team and leadership goals to accomplish the vision,

selecting leaders who could understand and implement goals and conducting regular meetings to manage and communicate performance

- Reduced headcount and expenses by 50% while improving operational performance by continuously streamlining operations, documenting processes, providing in-depth training on various work assignments, developing timelines related to cost reduction activities and organizing work by skill set needed to perform work

SKILLS PROFILE

- Office Tools: Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Other: Contract Negotiation, Customer Service, Forecasting, Planning/Coordinating Office Moves, Vendor Relations, Supply Chain Management/Compliance, Continuous Improvement (Lean Manufacturing), Change Management, Customer Satisfaction, Quality Control, ISO 9001 Compliance, Asset Management, Forecasting, Cost Reduction
- Certifications: Asset Manager, Software Asset Manager, EDS Manufacturing Professional, American Production and Inventory Control Society (APICS) Professional

EDUCATION & TRAINING

Master's Degree in Business Administrations

Harvard University (Boston, MA)

Bachelor's Degree of Science in Data Processing

Yale University (Boston, MA)