

JAMES M. DUBIN

Phone: 856-795-0436

e-mail: jimdubin@aol.com

cell: 609-220-4170

Profile

Results oriented purchasing professional with many years experience in a broad industry wide background. Excellent negotiating and sourcing skills, resulting in improving the company's bottom line. Expertise in:

- | | | |
|-------------------------|--------------------------|---------------------|
| * Purchasing Procedures | * Competitive Analysis | * Cost Reductions |
| * Vendor Development | * Supplier Relationships | * Customer Service |
| * Accounts Payable | * Inventory Control | * Service Contracts |

Professional Experience

WHITESELL COMPANIES, Delran, N.J.

Senior Purchasing Agent

1988 – 2011

* Directed the Purchasing Department and related procurement functions for the company's real estate and construction divisions, consisting of over 9 million sq. ft. of industrial and multi-story commercial buildings.

* Established cost savings initiatives thru negotiations, resulting in \$500,000 savings from 2005-2010.

* Evaluated vendor quotes for their products and services to identify the most desirable suppliers.

* Approved vendors and authorizing purchase orders for products and services required by all of the companies divisions.

* Procured office supplies and furniture, building materials to complete construction projects, including any supplies or services required in maintaining the companies 80 properties.

* Interacted with the V-P of Construction, V-P of Property Management, Accounting Dept, and executive branch of the company, resulting in meeting and reducing established yearly budgets by 10% or more from 2002 – 2010

Purchasing Agent

1988 – 1994

* Managed the purchasing, deliveries, storage, inventory control and activities of company employees involved in the procurement of goods and services on a daily basis.

* Established purchasing strategies and policies.

* Developed supplier relationship management that focus on quality, pricing, terms & conditions, and on time deliveries.

DUBIN/SUBURBAN LUMBER COMPANIES, Philadelphia, Pa.

1986 – 1988

Inside Counter Sales, Outside Sales Rep, Credit and Collections Manager

* Managed the day-to-day operations of the company's inside sales and outside customer contact.

* Developed and implemented credit and collection policies.

EDUCATION

Temple University, Philadelphia, Penna.

B.S. in Elementary Education - Cum Laude