

**JAMES M. DUBIN**

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**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  
\* Vendor Development  
\* Accounts Payable

\* Competitive Analysis  
\* Supplier Relationships  
\* Inventory Control

\* Cost Reductions  
\* Customer Service  
\* 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