

**Frank C. Kohanowski**  
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## **BACKGROUND SUMMARY**

Seeking a challenging opportunity that will utilize a variety of the strong skills developed through my experience in Procurement and business development. Demonstrated strengths in the following:

Proven Negotiator	Strategic Sourcing	Leadership
Process Improvement	Project Management	Budget Management
Interpersonal Skills	Team Building	Relationship Management

BS, Electrical Engineering  
Marquette University, Milwaukee, WI  
**Institute for Supply Management™ Member # 335046**

## **PROFESSIONAL EXPERIENCE**

**SIGMA-ALDRICH CORPORATION, Milwaukee, WI** **1996 to 2009**  
A leader in chemical and biochemical products servicing life science and high technology.

### **Procurement Specialist**

**2006**

- Negotiated and reduced costs on purchased materials exceeding \$1 million dollars per year for multiple years
- Launched strategic new chemical products that would be added to catalog distributed world-wide.
- Reduced the lead time for strategic new products by 5 weeks
- Reduced back log of 800+ Lost Supplier products to 0
- Trained new buyers in data systems and negotiation tactics
- Recruited additional qualified staff

### **Buyer**

**2001**

- Resourced materials from German subsidiary to Indian and Chinese sources to reduce costs
- Organized transport of German subsidiary inventory to US inventory to match US demand

### **Senior Service Representative**

**2000**

- Implemented employee statistical monitoring method for matching incoming call volume to staffing levels which resulted in increasing Service level from 75% to 97%

### **Technical Specialist**

**1996**

- Designed process to monitor and control inbound call center traffic

### **Customer Service Representative**

**1996**

- Subject Matter Expert for SAP development and installation
- Designed critical SAP interface for Customer Order Services  
SAP - Systems Applications and Products in Data Processing [www.SAP.com](http://www.SAP.com)

### **Senior Accounts Receivable Representative**

**1996**

- Cleaned up accounts receivable prior to consolidation to St Louis office

**Milwaukee Times Newspaper/ECONOPRINT., Milwaukee, WI**  
 NCON Communication Corp - a Printing and Publishing Company.

**1994-1995**

- Implemented massive debt reduction program which allowed us to get bank loans to enlarge business.
- Reduced Accounts Receivable by 20%
- Successfully collected on accounts overdue by 12-36 months
- Restructured employee compensation/motivational program to provide automatic incentives which directly resulted in increased salesperson productivity by +50%
- Successfully brought several collection suits through the court system
- Successfully defended company against fraudulent worker's compensation medical claim
- Designed relational databases for generating and tracking billings for internal billing system
- Assisted in development of income producing revenue enhancement options for allied not-for-profit scholarship organization
- Wrote relational database application for process control of printing jobs and advertising inserts

**F. HOPPE INC., Wauwatosa, WI**

**1986 to 1993**

A chemical supply company to the printing and refinishing industries.

**General Business Operations**

- Set up and ran all accounting systems software and hardware
- Expanded company sales market to include interstate sales
- Devised and implemented intra/inter state product distribution network
- Created the compensation plan for sales staff
- Hired and terminated sales and transportation staff
- Wrote database application for order processing

**Volz-Genrich & Company, Sc CPAs., Wauwatosa, WI**

**1988**

A private accounting firm

- Evaluated, selected and set up computer hardware systems and accounting software

**Deutz-Allis Corporation, KHD of America, West Allis, WI**

**1986**

KHD (Klockner-Humboldt-Deutz) of America - manufacturer of agricultural equipment

- Audited both corporate checking accounts and payables for both US and Canadian divisions
- Reconciled short term international loans to finalize daily cash positions
- Assisted in the preparation of daily and weekly financial position reports

**EDUCATION**

BS, Electrical Engineering  
 Marquette University, Milwaukee, WI

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## Additional Leadership Experience

**Cub Master for Pack 93 New Berlin, WI**

**2004-2009**

- Recruited and retained qualified leaders for the Scout program
- Maintained tightly budgeted program to ensure continued function