

JUDITH ORNE

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Purchasing Buyer • Materials Management

Extensively experienced and goal-oriented Purchasing Buyer and Materials Management professional with a demonstrated track record of effective cost containment, superior negotiation skills, and project management leadership. Proven expertise in managing large scale projects and cost savings initiatives. *Core competencies include:*

- Budgeting
- Bids & RFQ
- Product Evaluation
- Policy/Procedure Writing
- Capital Equipment Acquisition
- Inventory Control & MRP
- Formulating PO's
- Invoice reconciliation
- Vendor Certification

CAREER EXPERIENCE

W.W.GRAINGER, Lincolnshire, IL, 2007 – November 2008

Sourcing Specialist / Sr. Buyer

- Sourcing and quoting MRO and other commodities. Sales was 8 million per year.
- Liaison between internal and external account managers and suppliers.

SCHOOL SISTERS OF NOTRE DAME, Elm Grove, WI, 1999 – 2006

Purchasing Manager C.P.M.

- Responsible for Purchasing, Receiving, Warehouse, MSDS, Shipping, Contracts, Capital Equipment, Budgets, Computerized Materials Management system, bids, quotes, GPOs and procedures.
- Responsible for budgeting and capital budget of entire facility.
- Maintained all Service Agreements.
- Member of CQI and safety committees.
- Managed the development of a computerized purchasing system using MS Access with IT department.
- Responsible for purchasing system & Hazmat orientation of 120 member staff.
- Converted office supplies to a stockless system and orientated staff.
- Responsible for monthly and year end financial reports.
- Responsible for monthly newsletter and department expense reports.
- Position eliminated Oct 2006

WAUKESHA MEMORIAL HOSPITAL, Waukesha, WI, 1994 – 1998

Stock Buyer

- Increased gain sharing by half million dollars through GPO contract conversions.
- Responsible for bids, quotes, and evaluations of supplies and equipment.
- Member of Product Standardization and Bar Code committees.
- Lay off due to merger with Oconomowoc Hospital.

MILWAUKEE COUNTY MEDICAL COMPLEX, Milwaukee, WI, 1989 – 1994

Hospital Buyer

- Purchased and bid for stock, non stock and service contracts while conforming to County, City, and Federal procurement guidelines and policies.
- Filled the vacancy of both the Director and Assistant Director of Purchasing for one year.
- Saved 2 million dollars per year.
- Opened 2 EMT clinics in Poland which involved international procurement.
- Purchased Gulf War supplies and created a materials management newsletter.
- Assisted in creation of 11 story outpatient clinic (now Froedert East).
- Assisted in the audit to close the Hospital in 1994.

MT SINAI AND AURORA HEALTH, Milwaukee, WI, 1986 – 1989

Buyer

- Mt Sinai–Critical Care Buyer until merger with Aurora in 1988.
- Stock buyer for Good Samaritan under Aurora.
- Consolidated 54,000 forms for 3 hospitals under Aurora.
- Computerized Good Samaritan's C.S. department.
- Left for position at County that provided larger salary and more benefits.

ST. FRANCIS HOSPITAL, Milwaukee, WI, 1985 – 1986

Marketing Assistant Women's Health Network (under Nursing Dept)

- Represented the hospital at health fairs, conducted surveys and programs.
- Created reference library and M.D. referral hotline.
- Interacted with business and educational communities as well as celebrities and politicians on internal and external steering committees to gain support and funding.
- Also worked for QA dept gathering confidential data for recertification.
- Layoff –Department was transferred under Marketing department.

ST. LUKE'S HOSPITAL/AURORA HEALTH, Milwaukee, WI, prior to 1985

Nursing Asst., Inventory Controller (O.R.) and Sterilization Tech

- CNA-Nursing duties on ortho and medical teaching units.
- CSST -Responsible for inventory control of \$1 million of stock in C.S. (C.S. processes disposables and re-useables to manufacture custom kits and packs. Process employs raw materials, work in process and finished goods)
- Facilitated quality circles, wrote procedures, payroll reconciliation, newsletter, and patient charges.
- Inventoried 16 surgical suites. Purchasing Asst. for 2 months at Good Sam/ Luke's corporate center. (new merger)
- Layoff-Due to merger and federal DRG's revamping healthcare costs.

TECHNOLOGY PROFICIENCY

- General: Microsoft Office (Outlook, Access, Word, Excel, Power Point), Internet
- Industry Specific: MIS, ESI, HBO, CICS, EDI, Symex (SyteLine), SAP

EDUCATION

- University of Oklahoma: Coursework in Liberal Arts / Pre-Med
- Milwaukee Area Technical School: Coursework in business administration and CNA certification
- Waukesha County Technical College: CSST (sterilization and distribution)
- NAPM/ISM: CPM certification 2003