

ROSITHA DURHAM

Massachusetts Certified Public Procurement Officer

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EXPERIENCE

Massachusetts Institute of Technology

Cambridge, MA

Procurement Manager

2/12-Present

- Manages the performance of the sourcing and procurement teams
- Supervises a team of seven full time buyers and senior buyers, along with two temporary employees
- Assists in the development and implementation of processes and procedures
- Ensures appropriate terms and conditions are adhered to in compliance with MIT policies and procedures, as well as Federal and State regulations.
- Solicits and coordinates input from departments, labs and centers on purchasing business and provides guidance and advice.
- Small Business Liaison Officer for MIT Campus, promoting increased business activity for small business concerns as future sources of supplies and services.

City of Newton

Newton, MA

Chief Procurement Officer

8/10-2/12

- Obtains the highest quality of services and supplies for the best possible price through a transparent competitive bidding procedure in accordance with all state and local laws.
- Implemented process mapping and measurement to streamline procurement process, set up metrics, define procurement opportunities and reveal critical failure factors
- Developed and implemented electronic signature approval process for purchase requisitions to save approximately 1,200 hours reducing time circulating and chasing sensitive documents.
- Developed and implemented electronic contract tracking system to provide transparency to departments to locate contracts.
- Developed and implemented system to assist departments to take advantage of prompt payment discounts from statewide contracts. Approximate savings of \$50,000 within a year.
- Continuously improve and re-evaluate the procurement process to bid out projects earlier for a potential savings of \$200,000 in the public buildings and public works departments and to eliminate the need to process hundreds of purchase orders.
- Manages and streamlined city mailroom and print shop to provide cost efficient services

City of Somerville

Somerville, MA

Purchasing Director and Chief Procurement Officer

10/05-8/10

- Directs the competitive procurement process of supplies, services and construction (both public works and building) to support the City of Somerville's 77,000 households with an Ordinary Maintenance budget of over \$20M while ensuring the compliance of Massachusetts General Laws, 30B, 30, 39M, Chapter 149 and all City Ordinances.
- Oversees the City's public school's procurement process, with an Ordinary Maintenance of approximately \$27M, to ensure compliance of all state and local laws
- Implementing new financial software to eliminate paper purchase requisitions and purchase orders requiring a new electronic signature program to streamline and eliminate down time
- Lead role in the procurement of the Energy Service Performance (ESCO) contract initiative, with a savings of hundreds of thousands of dollars over the contract period.
- Lead negotiator relating to a serious oil spill at one of the City's schools, saving the City tens of thousands dollars.
- Leading role in successfully relocating over 100 teachers and 585 students as a result of a 3-alarm fire at one of the City's major elementary schools.
- Developed goals and administers the City's minority business enterprise program working with the State Office of Minority Women Business Assistance and the Affirmative Market Program offices
- Directs the competitive process of disposition of property, to generate the best value for the surplus equipment, real property and/or vehicles.

Polaroid Corporation

Waltham, MA

Senior Purchasing Commodity Consultant and Corporate Travel Manager

4/05-10/05

- Developed, managed, and led supplier relationships and partnerships for marketing and sales internal customers working closing with marketing and design firms.
- Managed Corporate Travel account with Worldwide spend of \$1.7M , responsible for ensuring the effective and efficient purchase of all travel products and services to deliver "best value" results to Polaroid Worldwide for hotels, car rental and air.

- Managed outsourced travel agency, American Express, to provide user-friendly and cost efficient processes for scheduling travel; compliance with Corporate Travel Policy and Procedures, as well as, Corporate Travel purchasing card.
- Managed and updated Corporate Travel website
- Key contact for all Polaroid travelers for related inquiries and resolved all service issue.

Purchasing Commodity Buyer-Marketing & Sales

1/04-4/05

- Developed, managed, and led supplier relationships and partnerships for marketing and sales internal customers working closing with marketing and design firms.
- Implemented new print buyer process and streamlined process for Polaroid company store and film labs across Polaroid's Worldwide customer base
- Managed marketing procurement weekly cash forecasting process.
- Investigated and executed opportunities to use Barter Trade Credits.
- Executed quarterly supplier evaluations along with business review meetings to all marketing and sales suppliers

Purchasing Commodity Buyer- Maintenance, Repair & Operations (MRO) and Marketing Purchasing

4/98 –12/03

- Implemented Strategic Sourcing Initiative for MRO commodities and marketing purchasing services, reduced account fragmentation and increased internal customer savings
- Developed, managed and led supplier relationships and partnerships for several commodities while maintaining favorable contract terms during bankruptcy
- Implemented electronic procurement platform for office and industrial supplies
- Facilitated Supplier Diversity Program, certified qualified suppliers, worked with Dept. of Defense and minority organizations to create resources for buyers

Print Production Manager/Image Archivist

5/96 – 4/98

- Produced multicolor collateral materials, including silk screening and hot foil stamping
- Managed product and image archives available to corporate communications, consumer, commercial and international marketing and sales for use in product brochures and commercials
- Handled all client interfaces, developed schedules to meet client deadlines, and managed project budgets

Account Executive/Traffic Manager

1/94 – 5/96

- Assigned creative team to projects for all collateral and point of sale activity in designated markets
- Managed traffic team for both consumer and business professional projects in the design department
- Managed adherence to traffic procedures
- Presented all creative designs to marketing internal customers
- Managed individuals performing traffic tasks
- Team leader represented Creative Service group in manufacturing and Package Development meetings

Traffic Coordinator

4/90 – 12/93

- Coordinated and tracked all projects as they flowed through the Visual Communications Department
- Lead weekly traffic meetings to detect and resolve work-flow obstacles and to insure timely completion of projects and Budgetary concerns
- Project lead for projects involving consumer marketing management, graphic design, print, packaging production, manufacturing, distribution, sales promotion and outside vendors

Sales and Marketing Project Specialist

6/89 – 4/90

- Trained new camera dealers and sales personnel on the use of handheld cameras for business, professional and consumer use.
- Sales lead on Polaroid's 18 wheeler Demonstration Van
- Generated sales leads at tradeshows, hospitals and various locations
- Extensive knowledge on all Polaroid industrial camera projects

EDUCATION

Lesley College, Bachelor of Science in Management, Cambridge, MA

Bryant College, Certified Purchasing Managers Certificate Program, Wayland, MA

Massachusetts Office of the Inspector General, MCPPO Certified, Massachusetts Certified Public Purchasing Official Program, Public Contracting Overview, Supplies and Services Contracting, Design and Construction Contracting, Construction Management at Risk, and Advanced Topics

Rochester Institute of Technology, Print technology, print and color buying, pulp, paper, and preflighting

COMPUTER SKILLS

SAP, E-procurement system, Lotus Notes, Microsoft Office, Basic Mac, PC, Adobe Illustrator, Adobe Photoshop, and Quark Xpress

TRAINING

Essentials of Managing (MIT), Lenox Management Development Program, Business As Unusual, Promotion Strategy, Write to the Top (Writing for Corporate Success), Managing Accelerated Productivity, The Essentials of Excellent Customer Service, Total Quality Management Awareness, E-

procurement, Purchasing Essentials, Business Writing, Negotiating to Win, Project Management, Commodity Team Training, Lean Training, Small Business Classification, Bankruptcy Rules & Regulations, Public Relations, Reverse Auctioning, Hands-On Contract Writing, Negotiation Strategies and Tactics, Simmons Leadership Conference, Essentials of Managing, The Partnership Leadership Program and Managing for Excellence.

AFFILIATIONS

Massachusetts Association of Public Purchasing Official (MAPPO), Institute for Supply Management (ISM), National Institute of Governmental Purchasing (NIGP), Purchasing Manager's Association of Boston (PMAB), National Association of Educational Buyers (NAEB), and Greater New England Minority Supplier Development Council (GNEMSDC).