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- Connections
- Jobs
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# Shirley Anderson CPM MHRM

. Looking for Work in Procurement  
Greater Chicago Area | Higher Education

Previous College of DuPage, Temporary Agencies, MWH Global  
Education Keller Graduate School of Management of DeVry University

Send Shirley InMail

150 connections

https://www.linkedin.com/in/shirley-anderson-cpm-mhrm-702547a3

## Background

### Summary

Highly motivated, team-leader, and enjoys organizing and coordinating processes, projects and tasks involving many people and issues; demonstrated a capacity for strategic understanding; careful attention to priorities and detail; commitment to producing concrete results and to building and maintaining effective systems and processes.

Received  
2014 ENHANCE COD AWARD

FOIA, FAR, ADA, IDOT  
Business Objects, Emptoris, Mercury Commerce, Ariba, Lawson, Peoplesoft, MyAccess, Blackboard, Coupa Cloud, Banner, Passport, Oracle, SAP, SpecsIntact, SharePoint, Roxio, Reverse Auctions, SQL, Contracts, Service Agreements, Indirect Procurement, Cooperatives

### Experience

#### Procurement Officer

College of DuPage  
August 2013 – February 2015 (1 year 7 months) | Glen Ellyn IL

Responsible for the content of all contracts, including requisitions, specifications for all purchases over \$25K for six campuses;  
Identify and propose changes in language of statutes, policies and reverse auctions.  
Participate in the on-going development and updating of tools and templates  
Review procurement transactions to prevent over-expenditures of budget and unauthorized purchases and resolve price and term discrepancies on invoices.  
Create, evaluate and approve all formal bid documents for compliance;  
Supervise the opening of bids to ensure the process is conducted fairly and equitably.  
Prepare materials submitted to the Board of Trustees monthly meeting agenda;  
Coordinate and direct Facilities, Planning and Construction Management in the leasing of all fleet.  
Represent the College at all pre-bid meetings, issue addenda.  
Respond to inquiries from departments with regard to the College purchasing process.  
Publish Legal Notices in newspapers  
Responsible for the disposal process of capital assets.  
Conduct surveys to evaluate response levels of contractors.  
Supervise the Purchasing Department staff.

- › 2 projects
- › 1 honor or award

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## People Also Viewed

- Greg Doty** ...
- Greg Eck**  
Seasoned Paralegal and Contract Administrator seeking a permanent opportunity at a great company!
- Kery (Lynn) Bartkowiak**  
Manager, Contracts, Northrop Grumman Electronic Systems
- Nicole O'Connor**  
Transition Project Manager - Global Public Sector Watson Implementations
- Adam Gonzales**  
Customer Service, Purchasing and Logistics
- Ann Fitzgerald**  
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- Brian Kearney**  
Videographer at 328 Media Solutions
- Puja Bhatta**  
IT Analyst at Tata Consultancy Services
- Carl Testa**  
Purchasing Mgr. at AJA International, Inc.
- Lana Trowbridge**  
Purchasing Manager at AMG Huntington Beach

## In Common with Shirley





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**Home** **Profile** **Connections** **Jobs** **Interests**

Manage initiatives that focus on driving new projects, processes improvements and enhancements.  
 Evaluate vendor proposals, negotiate with external partners and collaborate with internal techs.  
 Anticipate bottlenecks, provide escalation, prioritize and execute project;  
 Balance business needs vs. technical constraints, ensure quality, and drive bottom line results.  
 Run ad hoc reports that require comfort with numbers to make decisions.  
 Use intuition and experience to resolve operational issues on the fly.  
 Assisted over 500 "users" nationally.

**Project Specialist - Program Management**

MWH Global

December 2008 – March 2010 (1 year 4 months) | Greater Chicago Area

Reconciles the goals and priorities with those of our clients while fostering opportunities for design and technical excellence.

Manages, monitors and documents project process;

Enables clear communications among team leaders, consultants and clients; promotes professional relationships internally and externally.

Develops and maintains a Project Plan for each project.

Assists in preparation of services agreements

Serves as primary contact for external consultants and vendors.

Receives and distributes project communications regarding delivery of services to all team members.

Understands Document Deliverables in all phases of service.

Leads project coordination meetings.

Monitors contract requirements and identifies changes in project scope, schedule or fleet.

Prepares, in conjunction with Project Accountant, appropriate financial statements and reports.

Reviews timecards on a weekly basis to insure consistency with Project Plan.

Meldahl Hydroelectric Project Spend \$43 mil

**Supply Chain Specialist**

University of Illinois at Chicago

January 2008 – December 2008 (1 year) | Greater Chicago Area

Responsible for scheduling and delivery of hospital supplies including strategies for labelling.

Works with third party vendors to ensure quality, regulatory, and budgetary requirements.

Ensures milestones are met; negotiates supply plan timelines to partners.

Performs supply forecast models, and orders product, equipment and material.

Contributes to the specifications, and manages complex purchases using predictive tools.

Ensures forecasts/demands are aligned with the overall strategy.

Creates supply budgets. Is an ad-hoc member of the Budget Working Group and monitors spend.

Reviews and analyzes the need for the destruction of outdated material.

Ensures uninterrupted supplies. Maintains/tracks inventory and expiration dates.

Develops and presents specific information to Board of Directors.

Maintains and ensures compliance to all SOPs. Identifies gaps, maintaining compliance. Provides insight and guidance to other functional areas.

**Contract Specialist - Public Works**

City of Highland Park

April 2004 – March 2007 (3 years) | Highland Park

Reviews, approves, and, if necessary, rejects utilization plans for achievement of contract specific goals.

Monitors contracts to ensure compliance with ordinances. Receives, reviews, and acts upon prevailing wage reports .Highly responsible work involved in the planning, coordinating, scheduling of maintenance

and construction of City assets such as: roads, road shoulder, storm water drainage systems, forestry,

vehicle maintenance, snow and ice control and safety complaint follow-up. Contract administration,

personnel management, and the capital improvement program, preparing resolutions for City Council

review and serving as a liaison and representative to outside agencies.

**Category Manager - Contracts & Supply Chain**

Exelon

March 2002 – November 2003 (1 year 9 months) | Oakbrook Terrace IL

Developed web-based Training and Value Analysis Teams

Conducted industry and product searches via web, phone calls, and supplier meetings.

Executed contract renewals, service and maintenance agreements and fleet leases.

Provided remote assistance to both suppliers and laborers

Assisted over 300 temporary/consultants

Established workflow and acquired passwords.

Assigned materials based on field requirements.

Monitored and tracked hours and rates based on negotiated terms.


**Business Services**


7




Skills &amp; Expertise






 Advanced

 1

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[Home](#) [Profile](#) [Connections](#) [Jobs](#) [Interests](#) [Business Services](#)




## Courses

### Keller Graduate School of Management of DeVry University

- Contract Management
- Outplacement Assistance

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## Projects

### Homeland Security Technical Center

Starting June 2014

Reviewed bid specifications, conducted pre-bid meeting, public bid opening, bid tabulation, Board Recommendation, and Change Orders.  
Requested Certificates of Insurance, reviewed Bid Bonds and monitored progress of project

### Lobbying Services

### Debt Collection Services

### Professional Auditing Services

### IT Purchases

### Wireless Locksets for Classrooms

### Student Debit Cards

### Campus Lighting

### Waste Hauling Services

### Fire Alarm Testing & Inspection

### Food Vending Equipment & Services

### Campus Wide Furniture Purchases

### Online Student Orientation Enrollment/Program

January 2015

Requesting technology to develop virtual tour, mobile apps and brochures.

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Home Profile Connections Jobs Interests

Business Services

**Certified Purchasing manager**  
DePaul College of Commerce  
Starting June 1998

**Certificate in Human Resource Management**  
Keller Graduate School of Management

Volunteer Experience & Causes

**Adoptions**  
PAWS Chicago  
August 1998 – August 2002 (4 years 1 month) | Animal Welfare  
Reviewing candidates applying for adoption; Investigating their backgrounds and experiences; Following up on outcomes;

**Opportunities Shirley is looking for:**

- Joining a nonprofit board
- Skills-based volunteering (pro bono consulting)

**Causes Shirley cares about:**

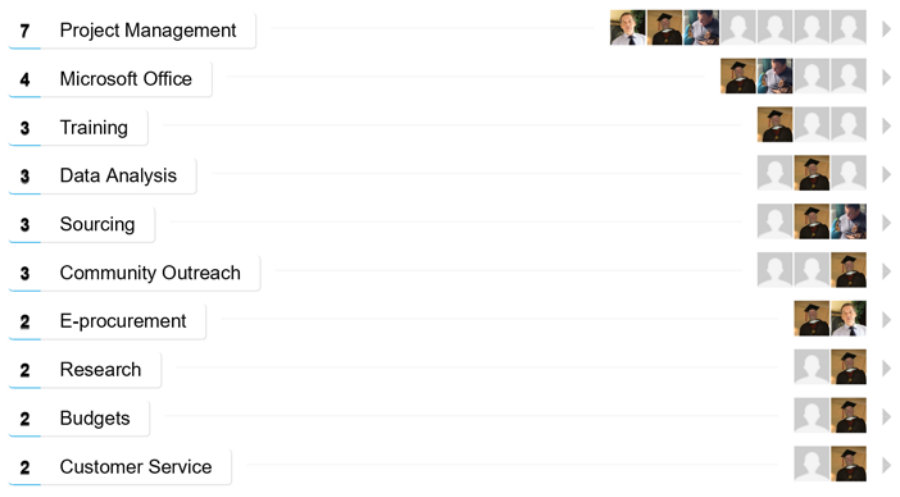
- Animal Welfare

**Organizations Shirley supports:**

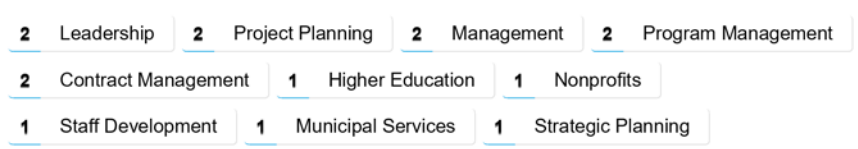
- [Childrens Cancer Society](#)

Skills

Top Skills



Shirley also knows about...





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[Home](#) [Profile](#) [Connections](#) [Jobs](#) [Interests](#)[Business Services](#)

## Education

**Keller Graduate School of Management of DeVry University**

Masters, Human Resources Management and Services

2003 – 2006

Human Resource Management

Activities and Societies: [Society of Human Resource Professionals](#)

▶ 2 courses

**DePaul University**

Bachelor's degree, Mass Communication/Media Studies

1999 – 2002

Trend analysis

Activities and Societies: [Dean's Scholarship 1999-2000 Golden Key Award](#)

▶ 1 honor or award

**DePaul University College of Law**

Certificate, Purchasing, Procurement/Acquisitions and Contracts Management

1997 – 1998

Certified Purchasing Manager

Activities and Societies: [Institute Supply Management](#)

## Organizations

**Institute for Supply Management (ISM)**

## Honors &amp; Awards

**Dean's Scholarship****ENHANCE COD AWARD 2014**

College of Dupage - Dr Brueder

October 2014

Provided insight to a new Purchasing Certificate Program at the College of Dupage.



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