



Travis Cleary



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www.traviscleary.com



9 Churchill Road, Flat 2
Bournemouth, Dorset BH1 4ES

WORK EXPERIENCE

Buyer | Procurement Team

Current

Trident Maritime Systems UK Limited | Poole, UK |

- Liaising and negotiating with suppliers to ensure best prices gained for required goods and services.
- Creating and sending Request for Quotations to suppliers for goods, services and raw materials such as electronic components and PCBAs in line with project schedules, MRP Suggestions and internal demands.
- Creating Purchase Orders for goods, services and raw materials based on MRP suggestions, project scheduling requirements ensuring they are compliant and accurate with technical drawings.
- Requesting ISO9001:2015 certifications from suppliers and making sure they are up to date in MRP.
- Making sure all Certificates of Conformity, Shelf-Life and Batch lots are provided for compliance and traceability.
- Liaising internally with Engineering, Project Managers, Quality Assurance, Warehouse Supply Chain and other stakeholders to ensure procurement requirements are being met, delivered and kitted in line with project Schedules.
- Obtain, review and send technical drawings and Bill of Material (BOM) for parts being sent out to supply base for manufacturing, ensuring the most up-to-date drawings are being used by suppliers.
- Creating Incident Reports for any parts or components that may have identified issues or have become obsolete so the engineering and Quality Assurance Departments are aware and able to rectify as necessary.
- Daily management of open Purchase Orders to ensure suppliers are meeting delivery timelines.
- Hastening suppliers and stakeholders as necessary to facilitate timely responses to quotes and delivery of goods to align with project schedules.
- Providing reports to Project Managers and other stakeholders on procurement status of items for ongoing projects.
- Reviewing invoices and Proformas for accuracy, making sure they are sent for payment in a timely manner.
- Coordinating the delivery of any free-issue items to suppliers that may be needed to facilitate manufacturing of parts, based on their technical drawings and part information held in MRP database.

ABOUT ME

I am a detail-oriented team player with strong communication skills. I have the ability to handle multiple projects with a high degree of accuracy. Bringing great negotiation and procurement practices, with management experience, I also have expert IT and support skills.

EDUCATION

Information Systems Specialist/Diploma
CompuCollege School of Business
Dartmouth, Nova Scotia Canada
2003

High School/Diploma
Guysborough Academy
Guysborough, Nova Scotia Canada
2003

SKILLS

- Team Leadership
- Procurement and Contracting
- Policy Implementation
- Contract Management
- Critical Thinking
- Negotiation
- Microsoft Office
- SAP
- Microsoft Teams

AWARDS

- Bravo Zulu Award from Base Commander of CFB Halifax
- Bravo Zulu Award from Base Logistics Commander
- Recognition from the Navy League Cadet Corps of Canada



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WORK EXPERIENCE

Base/Wing Procurement Manager | Base Logistics 2021- 2023

Department of National Defence - Canadian Armed Forces | Halifax, NS |

- Manage and supervise a team of 10 buyers.
- Provision and management of procurement services and support for diversified range of goods and services for specific organizations and Canadian Forces operations.
- Negotiating, buying, and sourcing unique one-off goods and services from global suppliers in a timely and efficient manner.
- Responsible for the full end-to-end purchasing process to the Canadian Naval fleet.
- Review and develop Statements of Work and purchase requisitions, executing procurement and contracting activities, including preparation of documents, approval/award of contracts, and management of contract files within delegated authority.
- Make recommendations to senior members and employees, up to Base/Wing Commander or Director level, with purchasing and contracting activities exceeding their own delegated limits.
- Develop and play key roles in delivery of procurement programs, including standard operating procedures, and local training in requisition, request for quotation and buying related subjects for clients, junior contracting personnel, and Technical Authorities.
- Prepare statistical and financial reports and briefings for senior management and input information and data in to enable senior managers and stakeholders to prepare business plans and manage budgets.
- Consult with central agencies on interpretation and application of policies and procedures, and lead in project teams and working groups involved in planning buying activities to provide input to operational and policy issues.
- Manage purchasing and contracting services and support for diversified range of commodities provided by subordinate staff.
- Investigating contracting irregularities. Prepare reports with findings and recommendations regarding measures to be taken to complete financial transactions while mitigating risks of litigations and action plans to prevent reoccurrences.

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WORK EXPERIENCE (CONT.)

Procurement Training Officer | Base Logistics 2019- 2021

Department of National Defence - Canadian Armed Forces | Halifax, NS |

- Co-ordinate all related training for Contracts and Procurement Officers.
- Track training progress and provide training for government purchasing delegation.
- Proactively develop SOPs for various procurement roles and processes.
- Give hands-on training and co-ordinate onboarding for new employees.
- Identifying and creating new processes for streamlining purchasing.
- Supervise and guide new employees until placed with a buying team.
- Influence and guide external customers with efficient procurement practices.
- Provide contract policy advice to both employees and senior management.
- Review and audit contracts for employees to ensure all policies and requirements are being followed and implemented.

Procurement Officer | Base Logistics 2010 - 2019

Department of National Defence - Canadian Armed Forces | Halifax, NS |

- Sourcing, negotiating, and contracting for goods and services for the Canadian Armed Forces, including the Canadian Naval Fleet.
- Provide information, training, and direction to customers regarding their requirements and procedures to obtain goods and services.
- Instruct and train co-workers on using SAP to buy goods and services.
- Review client requests for goods and services, prioritizing various customer requirements, researching sources of supply and preparing formalized written bid solicitations and local purchase orders.
- Development/amendment of Standing Offers Arrangements.
- Experience contracting for complex procurement of food, goods, hazardous materials, services and fuel for His Majesty's Canadian Ships.
- Creating purchase requisitions, purchase orders, Call-up against standing offer arrangements, supply arrangements and requisitions to Public Service and Procurement Canada.
- Evaluating bid submissions to ensure compliance with terms and conditions.
- Creating and maintaining relationships with vendors and suppliers.
- Entering and maintaining commitment of funds and making payments.

VOLUNTEER WORK

- **Member, Management (2019-2023)**
Workplace Health and Safety Committee
CFB Halifax | Base Logistics
- **Co-Chair, Labour (2017-2019)**
Workplace Health and Safety Committee
CFB Halifax | Base Logistics
- **Division Safety Officer (2017-2023)**
Procurement Division
CFB Halifax | Base Logistics
- **Branch Member (2007-2010)**
Navy League of Canada
Nova Scotian Mainland Division

REFERENCES

Mark Fowler

Lead Procurement Specialist

Trident Maritime Systems UK Limited
Purchase Management

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Chief Procurement Officer

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Procurement Division | Base Logistics

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