

MARY JONES
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An innovative procurement and project manager with more than 20 years of progressively increasing responsibilities in retail construction, facilities and hospitality industries. Managed budgets totaling \$130 million.

Expertise includes outstanding skills in procurement, project management, store planning, contracts, capital equipment planning, and purchase and negotiations.

EXPERIENCE

Rip Curl, Inc., Los Angeles, California

1998-Present

- Senior Procurement Manager** (2003-Present)
- Purchasing Manager** (2001-2003)
- Purchasing Manager** (1999-2000)
- Buyer** (1998-1999)

Began as a buyer of capital and expensed materials for store design and build-outs. Through a series of promotions, became head of procurement for the store planning and design department with budgets of up to \$200 million. Directed more than 600 outside vendors with a staff of up to 15.

- Sourced and procured 1,500 products, including point-of-sales equipment, lighting, electrical, audio, video, electronics, flooring, fixtures, 3-D characters, wood and metal fabrication, furniture, telecommunications equipment, signage, freight, logistics, visual displays and point-of-purchase products, print and graphics, architectural design services, general contracting, paint and finish materials, molded plastics, storage supplies, and operational equipment for the build-out of 50 stores.
- Directed the new initiatives department, assigning and managing cross-functional teams to complete projects related to 350 existing stores. Projects included a wide range of applications related to sales, operations, visual displays, equipment, synergy, fixtures and systems.
- Initiated a company-wide cost reduction task force that examined every department's expense budgets, identifying \$2.3 million in annual savings.
- Introduced a new product specification for displays that will save \$250,000 with a significantly improved product and reduced freight cost.
- Created target budgets and consistently delivered within the confined budget projections for 134 new construction projects and 35 new initiative projects.
- Implemented a program using refurbished point-of-sale systems from store closures, resulting in cost savings of \$150,000.
- Managed the administrative department budgets for the construction, store planning, design and procurement, fixture, and theme manufacturing departments.
- Personally approved and signed all purchase orders for store planning and design activities.
- Set up and implemented 25 product presentations as part of research and development for new store designs and build-outs in the areas of audio/video, visual, 3-D themed items, new product specifications and material finishes.

La Peer, Inc., New York, New York

1992-1997

Contract Sales Representative

Represented a carpet manufacturer to architectural and design firms serving the commercial and hospitality industries.

- Sold customized designs for large commercial projects, including AMC Theaters, Morongo Hotel and Casino, Marquis Hotel, several golf clubs and local country clubs.

MARY JONES**Page Two****Sea Breeze Hotels, Inc.**, Silverlake, California

1989-1991

Director of Purchasing & Design (1991)**Director of Purchasing & Construction Projects** (1989-1991)

Set up and implemented the company's first purchasing department supporting 50 hotels for a privately held hotel chain. Purchased furniture/case goods, fixtures, lighting, mattresses, linens, amenities, cleaning equipment and supplies, office supplies, paper supplies, and office equipment.

- Relocated the corporate 30,000 square foot office into new facilities, including space design, equipment specification and build-out supervision.
- Created and monitored annual budgets of up to \$300,000 for hotel operating supplies and a renovation program of \$15 million.
- Designed and implemented the company's first state-of-the-art central reservation center.
- Set up and implemented the company's first design and construction department and renovated eight hotels with plans for the entire chain. Managed work projects including new roofing, paving, landscaping and interior decoration. Purchased equipment and supplies.
- Created and maintained policies and procedures for quality control of the purchasing and construction projects departments.
- Selected and maintained a quality database of more than 200 hospitality and construction vendors.

Eagle's Catering Corp., New Pacific Airlines, Inc., Dallas, Texas

1985-1989

Project & Materials Manager (1989)**Senior Buyer** (1988)**Administrative Assistant to the President** (1985-1987)

Set up New Pacific's first company-owned airline catering facility located in Dallas. This included sourcing and procurement of restaurant and food handling equipment, construction materials, delivery trucks, office equipment, and furniture and food materials. Oversaw the arrival and placement of all incoming materials during construction. Upon project completion, was promoted to Materials Manager. Supervised and trained an hourly staff of 18.

- Organized and implemented the procurement function that supported more than 1,000 airline meals a day, seven days a week.
- Prepared and implemented a business plan to replace a third party food supplier for the company's cafeteria serving 5,000 employee meals daily to overcome the food waste problem from regular airline meals. The idea was so successful that the company set up another cafeteria.
- Set up and implemented a policies and procedures program for product receiving, storage and inventory control.

PRIOR EXPERIENCE

New Pacific Airlines, Inc., Bankruptcy Claims Analyst

EDUCATION**University of California, Los Angeles**, Los Angeles, California

Four years of courses in UCLA's Extension Program for Business Administration

Boston University, Boston, Massachusetts

Four years of courses in Hotel & Restaurant Management

Computer skills: Millennium (GEAC), Microsoft Office – Word, Excel, Outlook, PowerPoint