

# Thomas Galvin

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## Summary

I have an extensive background in commercial enterprise procurements including contract risk administration, pricing analysis and enterprise negotiation strategies. I believe that my strong history has helped me succeed. I also enjoy cross training to improve collaboration and advancement opportunities for everyone. I have a positive attitude and always strive to make a difference.

### Positions Held:

WA Insurance Producer & RE Broker, Kensington RE LLC, Tacoma, WA 2017-2018

Managed client lists in various collaboration tools and sought appointments with prospective clients. Progressed in trainings to improve sales skills in interfacing with clients. Identified new solutions to improve approach and generate contacts.. Constantly reviewing areas for more efficient ways to make improvements. Marketed to corporate entities to showcase value in using services. Worked with service providers to make sure all options were given to clients.

Procurement 3, Boeing, Renton, WA 2006-2016

Negotiated enterprise agreements & contracts that resulted in cost savings. Assessed contracts with legal, finance and stakeholders that provided demonstrated value to the organization. Procured transactions utilizing MSR/RAD & Oracle Financials ERP systems. Managed a variety of supplier sizes and assisted to resolve discrepancies efficiently. Utilized a variety of internal resources to gather market and industry info to help identify proven solutions. Validated procurements were compliant with current policies. Audited documentation of other buyers to ensure compliance with company policies and federal audits. Was frequently commended for achieving high compliance ratings and stakeholder satisfaction.

Program Logistics for GSA & USAF Accounts, Northrop Grumman CS/IT, Renton, WA 2004-2006

Coordinated logistics with Gov't sales team (BOM) orders arrived at US bases. Conducted weekly Project meetings with project managers to evaluate the projects and modify shipments. Maintained project data and set up automated delivery updates for the teams. Sought better ways to improve communication systems among teams by updating reports.

Asset Coordinator, AT&T Fixed Wireless, Redmond, WA 2000-2002

Managed procurements of hardware and secured orders until distribution was completed. Collaborated with IT Dept on procurements to make sure important info was relayed to the team and followed. Reviewed transactions to ensure data was accurate. Managed distribution of physical assets & record keeping.

### Education:

Info Tech, Bellevue College, Bellevue, WA 1999-2002

Business Management, University. Phoenix, Tacoma WA 2004-2007

