

BOBBI GORDON

PROCUREMENT OPERATIONS | PROCESS IMPROVEMENT | SUPPLY CHAIN TECHNOLOGY

Building clarity where complexity is the norm.

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PROFESSIONAL PROFILE

Operations and procurement professional with 20+ years of experience supporting complex projects from planning and sourcing through execution and delivery. Career experience spans municipal broadband and public-safety infrastructure, large-scale industrial processing facilities, construction, manufacturing, and parking technology-including projects supporting Harvard and LAX. Experience extends beyond traditional purchasing to coordinating vendors, materials, logistics, project teams, and operational details while building practical systems and automation to keep work moving. Brings a hands-on understanding of how purchasing, project execution, technology, and people have to work together to get complicated projects across the finish line.

CAREER HIGHLIGHTS

- Designed and implemented a real-time procurement visibility platform integrating NetSuite, SharePoint, Power Apps, and Power Automate, replacing fragmented spreadsheets and manual follow-up with structured operational reporting.
- Managed 1,450+ purchase orders totaling nearly \$17 million in the first year across manufacturing, warehouse, field-service, and project operations.
- Consistently sourced project materials below projected bill-of-material costs through supplier competition, negotiation, substitutions, and practical purchasing decisions.
- Supported municipal broadband, surveillance, traffic-management, public-safety, and 911 infrastructure, including continuity of remote government operations during COVID-19.
- Coordinated industrial procurement and project execution across Central America with equipment manufacturers and suppliers in Malaysia.

CORE EXPERTISE

Procurement & Sourcing

Strategic sourcing • Supplier negotiation • Purchase-order lifecycle • Expedites • Shortages • Cost control

Automation & Visibility

Power Apps • Power Automate • SharePoint Online • Workflow design • Exception reporting

Operations & Projects

Manufacturing support • Project procurement • Inventory coordination • Receiving • Field operations

Stakeholder Leadership

Engineering • Project management • Warehouse • Finance • Suppliers • Executive teams

Systems & Analytics

NetSuite • Microsoft Dynamics • Salesforce CPQ • Excel • Reporting • Data integrity

Industry Experience

Telecommunications • Public safety • Industrial processing • Construction • Parking systems

PROFESSIONAL EXPERIENCE

Purchasing Agent | TIBA Parking Systems (FAAC Technologies)

Jul 2025 - Present

Columbus, OH | High-volume procurement • Manufacturing • Business systems

- Manage a high-volume purchasing workload, processing 1,450+ purchase orders totaling nearly \$17 million in the first year while supporting manufacturing, project management, warehouse, field-service, and customer-installation teams.
- Designed and implemented an internal procurement visibility platform integrating NetSuite, SharePoint, Power Apps, and Power Automate to centralize sales-order, line-item, purchase-order, receiving, tracking, and fulfillment data.
- Built automated intake, parsing, deduplication, synchronization, and exception-reporting workflows that reduced spreadsheet dependence and gave project managers near-real-time status visibility.
- Partner daily with project managers, engineering, warehouse personnel, suppliers, and leadership to resolve shortages, delayed shipments, receiving discrepancies, approval issues, and changing customer requirements.
- Built a mobile-ready, searchable platform consolidating more than 4,400 sales orders, 3,300 line items, and 3,000 purchase-order records, with automated updates supporting daily operational decision-making.

Sales Analyst | GA Expertise

Jan 2022 - Jul 2025

Remote | International industrial projects • Procurement • Salesforce CPQ

- Supported procurement, quotation, and operations for the design and construction of palm-oil processing facilities throughout Central America.
- Administered Salesforce CPQ, maintaining supplier pricing, product configurations, quote accuracy, and system data supporting complex engineered projects.
- Coordinated equipment and materials across multiple suppliers, countries, currencies, logistics providers, and engineering teams from quotation through manufacturing, shipment, installation, and commissioning.
- Worked directly with operations managers, customers, engineering teams, and Malaysian manufacturers to resolve pricing, production, technical, logistics, and schedule issues.
- Traveled to Honduras, Guatemala, and Mexico for plant visits, customer collaboration, operational meetings, and project execution.

Purchasing Coordinator / Office Administrator | Scientel Solutions

Dec 2013 - Jan 2022

Remote / Hybrid | Municipal infrastructure • Public safety • Nationwide deployment

- Managed procurement supporting construction, maintenance, and expansion of municipal broadband, public-safety communications, surveillance, traffic-management, and 911 network infrastructure.
- Supported critical network capacity that enabled municipal and county employees to continue operating remotely during COVID-19 while essential public services remained available.
- Purchased wireless networking equipment, Cambium solutions, fiber and wire, cabinets and enclosures, construction materials, tools, safety supplies, and project services for nationwide deployments.
- Consistently delivered material costs below projected BOM estimates through supplier competition, negotiation, product alternatives, and careful sourcing decisions.
- Balanced planned purchasing with urgent field requirements using national distributors, supplier-direct shipments, and same-day local sourcing to keep crews and project rollouts moving.
- Used Microsoft Dynamics to manage purchasing, inventory, supplier records, and transactions while collaborating with project managers, engineers, technicians, warehouse teams, accounting, and vendors.
- Designed and implemented an internal fleet-management application to track vehicle assignments, mileage, fuel, preventive maintenance, and project cost allocation.

EARLIER EXPERIENCE

Project, Billing, Data & Estimating Roles | SBA Communications, C-Mark, RDC Group, Grand Homes, KB Home | Texas | 2000 - 2013

Progressive experience in project coordination, billing, data analysis, accounting coordination, estimating, takeoffs, subcontractor bid review, options coordination, and customer/project documentation. Built a strong foundation in cost accuracy, vendor and subcontractor communication, deadline tracking, document control, and construction/telecommunications project support.

CERTIFICATION & ADDITIONAL

Microsoft Certified: Power Platform Fundamentals (PL-900) | Bilingual English/Spanish | Advanced Microsoft 365, Excel, SharePoint, Power Apps, Power Automate, NetSuite, Salesforce CPQ, Microsoft Dynamics, and Outlook automation