**8Brandy Rose July**

Brandy Rose July, PMP, CSPO

[www.brandyrosejuly.com](http://www.brandyrosejuly.com)

**Project Manager**

EXPERIENCE

**Sr Project Manager and Product Owner 11/2017 – 5/2023**

**TSP, Inc – Dallas, Texas**

Facilitated communication between the stakeholders and the Agile development team for CSC, the custom tool that controls all functions at TSP. Managed the project backlog and roadmap. Collaborated with all internal teams on changes to CSC, ensuring that they met the vision of the product and the strategic goals of TSP.

**Sr Purchasing Manager 4/2010 – 5/2023**

**TSP, Inc – Dallas, Texas**

Accountable for creating, reviewing and negotiating procurement contracts/SOW’s/purchase requisitions and creating RFQ/RFPs for goods and services. Managed Employees, approve timesheets, PTO and expense reports. Procured Legacy IT parts and print consumables for Managed Service contracts.

Created quotes for customers and assist Service Managers with project proposals.

Responsible for the planning, procurement, and movement of materials and supplies for the facility.

Maintained strong relationships with key vendors to ensure our continued partnerships.

Pulled reports, analyzed results and provided recommendations to improve processes or ways to drive total cost down.

**Project Management Highlights:**

* Managed major office and inventory moves in 2011, 2014, 2015, 2020 working with Move Solutions and PODS. This included finding locations, negotiating leases, designing floorplans, working with general contractors for renovations, permits, movers, setting up utilities, interior design and decorating. Weekly Status updates to Executives, budget tracking. All my moves were completed on time and within budget.
* Successfully transitioned TSP from ADP to Exponent HR. Negotiated the SOW, attended all planning sessions, organized/distributed Action Items, and documented lessons learned.
* Managed the full implementation process end to end on a new Travel and Expense Program for 500+ employees from planning through execution and end user training. TSP left Concur and moved to Deem for booking travel and Chrome River for expense reports in 2018. I’ve been the Chrome River Admin and continued to grow and evolve the system as needed and UI changed.
* Smoothly transitioned TSP to Office 365. Negotiated the contracts and pricing. Planned the transition meetings. Oversaw the rollout.
* Played a key role in working with the stakeholders to create a quoting tool that the sales team uses to create and manage quotes for projects. Worked with multiple departments to determine everyone’s needs and requirements. Tested and developed the tool. Held training webinars to train the end users. Created documentation for the processes and distributed it.
* Helped transition the previous software that was used to create quotes, part orders and purchase orders from an Access database to a web accessible portal. Provided ideas and feedback to the Software Engineer and worked closely with him to streamline processes that were previously manually done. Tested and developed the tool. Created documentation for the processes.
* As Leader of the Fun Committee, I was responsible for budgeting, planning and executing all our major company events. In 2016, we participated in the Richardson Corporate Challenge (2 month long Olympic style competition) with 23 sporting events. Past events also included Quarterly happy hour mixers, Annual Chili Cook off competition, poker tournaments, charity 5K’s, Holiday parties, company volunteering for Readers to Leaders, Leighton’s Gift, Rough Riders games, Annual Fish Fry, and random fun days (Tattoo Tuesday, Ninja Day, Hawaiian Shirt Day, etc.). I delegated components of large projects to other fun committee members as needed. I’ve managed facilities, catering, signage, invites/corporate email invites, special needs requirements, printing, promotional giveaways and trade show materials for corporate and private events.



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Dallas, Texas

SKILLS

Project Management

Contract Negotiation

Business Analysis

Financial Analysis

Client Relations

Vendor Relations

User Acceptance Testing

Web Development

Database Management

EDUCATION

PMP Certification

Project Management Certification

CSPO Certification

Certified Scrum Product Owner

CWEP Certification

Wedding & Event Planning Certification

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EXPERIENCE CONTINUED

**Sr. Procurement Specialist 2005 – 2010**

**Examination Management Services, Inc. – Irving, Texas**

* Developed EMSI’s first online employee store that managed standard forms needed by branch offices, promotional giveaways, scrubs, lab coats, sales flyers and folders.
* Volunteered on the Go Green Team and became the Leader.
* Volunteered on the Pyramid of Excellence Team which was their employee recognition program.
* Researched economical ways to be more environmentally friendly.
* Responsible for all IT hardware and software purchases. Managed software license. Verified approval signatures and appropriate forms were obtained on all Capital Ex. purchases.
* Ordered all printed marketing materials, business cards and promotional giveaways.
* Communicated frequently with Dept. Heads to access their needs for sales & marketing printed materials and trade show giveaways.
* Monitored inventory levels and reordered as necessary.

**Purchasing and Inventory Specialist 2003 – 2005**

**Truglo – Dallas, Texas**

* Played an essential role in transitioning the inventory management system into MAS 90 including creating all BOM’s and developed the new process on how future work orders were issued and processed.
* Extensive knowledge of work orders including how they affect the GL. Updated Bill of Materials as necessary.
* Purchased and maintained 1.5 million dollars’ worth of inventory in a manufacturing environment.
* Analyzed reports to determine inventory reorder points.
* Tracked and forecasted sales and supply chain orders
* Ordered all office supplies, custom printed letterhead, business cards, marketing materials and trade show giveaways.
* Scheduled work flow for production/assembly department.

**Accounts Payable 2002 – 2003**

**Truglo – Dallas, Texas**

* Managed all Accounts Payable.
* Entered 125-200 Invoices weekly.
* Maintained all outside process work orders.
* Worked with vendors to resolve problem invoices.
* Received all RMA’s into the system, entered replacement orders or credits for customers.

**Accounts Payable 2001 - 2002**

**Abbott** **Laboratories** **– Irving, Texas**

* Responsible for entering high volumes of invoices daily.
* Coordinated with Purchasing Dept. to resolve problem invoices.
* Communicated with vendors and suppliers to resolve problem invoices.
* Stocked and verified inventory for employee store.
* Managed petty cash reimbursement weekly.



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Dallas, Texas

TECHNICAL

SKILLS

Asana

Basecamp

Chrome River

Concur

DocuSign

Office 365

PowerPoint

MS Project

MS Teams

NetSuite

Oracle

Tableau

SAP

VM Ware