

Sarah H. McGrath

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PROFESSIONAL SUMMARY

- Procurement professional with four years of experience managing and negotiating multimillion dollar service and construction contracts and turned requisitions into purchase orders (POs) in order to serve internal customers
- Sent requests for information and quotations (RFI and RFQ) while bidding and negotiating contracts
- Generated over one million dollars in potential and realized cost savings while optimizing procurement processes to increase automation
- Built Access database that allowed Process Optimization team to automate reporting, significantly reducing the time it took to generate weekly, monthly, and quarterly reports
- Increased automation through process efficiencies, including creation of Blanket Purchase Orders
- Member of the team that selected and negotiated the implementation of a Vendor Management System (VMS) for United States Steel

EXPERIENCE

Procurement Analyst, United States Steel Corporation

Pittsburgh, PA (September 2014 to December 2014)

- Procurement Analyst with United States Steel Global Procurement Center of Excellence
- Processed and managed transactions from requisition to purchase order (PO) for all non-Machine and Fabrication commodities at five Texas facilities
- Identified and implemented process efficiencies while using Oracle R11 in order to reduce manual touches on requisition to purchase order process
- Identified repetitive purchases that would be candidates for Blanket Purchase Orders
- Sent items from facility requisitions on request for quotation (RFQ) to suppliers based on item number history and detailed matrices from commodity managers
- Responsible for delegating and managing work of an assigned United States Steel contractor

Buyer, United States Steel Corporation

Pittsburgh, PA (February 2014 to September 2014)

- Buyer on Process Optimization Team within United States Steel Global Procurement
- Simultaneously continued all responsibilities on Site Services team from February until May 2014
- Aided suppliers and buyers in resolving payables issues such as invoice mismatches
- Used statistics generated from reporting along with personal observation to determine various root causes of invoice mismatches and non-payments
- Implemented changes and guidelines to help in eliminating root causes of invoice mismatches
- Aided suppliers in moving to Net 60 payment terms by assisting suppliers in signing up for ACH, EDI, and electronic invoice submission and monitoring
- Built Access database that Process Optimization used as a ticketing system to track assigned work, to track issues submitted to Accounts Payable, and generate weekly, monthly, and quarterly statistics; Access Database significantly reduced time required to generate reports
- Worked with suppliers on best practices for invoicing and how to use United States Steel's system to track supplier invoice payment status and issues

Buyer / Management Associate, United States Steel Corporation

Pittsburgh, PA (December 2010 to May 2014)

- Management Associate on CapEx and Site Services teams within United States Steel Global Procurement; Promoted to Buyer in June of 2012
- Responsible for CapEx and Environmental Services for United States Steel Great Lakes Works until May 2011; Moved to Site Services team May of 2011
- Procured various on-site services for all United States Steel facilities across the United States
- Managed approximately twenty commodities including scaffolding services, laundry services, general rental services, diving, and survey and alignment services

- Negotiated and managed multi-facility, multi-year, multi-million dollar contracts
- Member of the team that selected and negotiated the implementation of a Vendor Management System (VMS) for United States Steel; responsible for initial research and comparison
- Worked with suppliers and United States Steel facilities to address day to day operational issues (invoices, emergency services, issues with sourcing, etc.)
- Created Blanket Purchase Orders with contract terms and item numbers to increase automation and accuracy for ordering, invoicing, receiving and payment for on-site construction, environmental, and facility services.
- Strategically sourced, RFQ'd, and awarded capital construction projects, construction maintenance projects, and environmental projects
- Worked with Procurement Support, United States Steel facilities, and suppliers to transition contracts from Passport to Oracle R12
- Used Requests for Information (RFI) to gain knowledge about services provided, the various pricing structures suppliers implemented, and to strategically source services in order to maximize cost savings
- Worked with United States Steel facilities to develop scopes of work for various site services
- Sent developed scopes of work to suppliers as a Request for Quotation (RFQ)
- Negotiated and awarded contracts based on detailed evaluation of returned bids from the RFQ
- Negotiated with suppliers when union and non-union based price change requests occurred
- Turned facility generated requisitions into purchase orders (PO) using Passport PORTAL/G Version 9.0.0, Oracle R11, and Oracle R12
- Generated over one million dollars in potential and actual costs savings

Intern, United Kingdom House of Commons, Office of Gregory Barker, Member of Parliament (MP), Shadow Minister of Energy and Climate Change

London, England (May 2009-July 2009)

- Researched and drafted position paper on the Skills Gap in Green Jobs
- Researched and prepared MP's Questions to the Prime Minister
- Researched and summarized news reports about MP concerning the Expenses Scandal
- Corresponded and spoke with MP's constituents
- Aided in organizing and staffed a Conservative Party fundraiser
- Coordinated travel for MP and economic conference invitees
- Performed clerical tasks

Intern, Allegheny County District Attorney's Office

Pittsburgh, PA (May 2007-January 2009, Summer/Winter Intern)

- Compiled and organized documentary evidence for criminal trials and official case files
- Located, notified and assisted victims and witnesses before and during criminal trials
- Assisted Assistant District Attorneys (ADAs) during criminal trials
- Demonstrated various uses of computer technology to ADAs
- Conducted basic legal research
- Used criminal data bases and other legal tools
- Filed and located documents in Clerk of Courts Office

Additional Work Experience:

- Catholic University Library Aid (Washington, DC, 2008-2010)
- Kennywood Green Shirt (Pittsburgh, PA, 2006)

EDUCATION

Bachelor of Arts, Philosophy, The Catholic University of America

Washington, DC (August 2006-May 2010)

SKILLS

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|-----------------------------------|----------------|-------------------------------------|
| • Java (Intermediate) | • SQL (Basic) | • Microsoft Office Suite (Advanced) |
| • Visual Basic (Intermediate) | • HTML (Basic) | • Oracle R11/R12 (End User) |
| • Microsoft Access (Intermediate) | • CSS (Basic) | |

- Passport PORTAL/G
Version 9.0.0 (End User)
- OS X (10.4 to 10.10)
(Advanced)
- Windows 7 (Advanced)
- Linux (Slackware, Basic)
- iOS (Advanced)
- Android (Intermediate)
- BlackBerry OS (Advanced)