

# Andrew Brandon

## PROCUREMENT MANAGER

### CONTACT

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### SKILLS

- Team Leadership
- Problem Solving
- Interpersonal Skills
- Strong Work Ethic
- Oral & Written Communication
- Training & Development
- Customer Interface & Management
- Process Improvement
- Initiative

### HOBBIES

Running  
Acting  
Photography  
Audiobooks

### PROFESSIONAL AFFILIATIONS

Women In Energy Network

Project Management Institute

Society of Women Engineers

### EDUCATION

MS Civil Engineering -

### SUMMARY

Dynamic team player with strong analytical skills, possessing thirteen years of project management, process improvement, and engineering experience, including bidding, cost estimating, procurement, scheduling, and field operations related to construction. Current role includes sourcing, supplier negotiations, supplier development, estimation for project quotation, and receiving and shipping management. Highly accomplished in consultative and interpersonal skills, with ability to build and maintain productive relationships.

### EXPERIENCE

#### Director of Procurement

##### QPS Engineering LLC, Tulsa, OK 2018 - Present

- Works closely with project managers to ensure that materials and services are purchased at the lowest total cost from domestic and international sources to meet customer project requirements and production schedules
- Identifies sourcing risks and ensures mitigating strategies with timely and effective issue resolution
- Targets key suppliers/vendors and evaluates performance
- Develops relationships and long term partnerships with suppliers
- Maintains supplier material selection database and conducts supplier audits as part of continuous supplier improvement program
- Manages, trains, develops, and directs activities of purchasing staff with accountability for purchasing, material sourcing and management, customer reporting, and financial budget reporting
- Ensures clear and open internal communication within procurement team

#### Project Development Director

##### Quanta Pipeline Services Inc., Tulsa, OK 2018 - 2019

- Engaged customer interface through Business Development and Marketing
- Strategized target clients and upcoming projects
- Reported business development and marketing activities and progress status to executive leadership
- Maintained corporate public relations related to community engagement
- Managed strategic marketing communications for multiple Oil & Gas platform companies, including industry publications, advertising, search engine advertising, campaigns through targeted social media, print campaigns, trade shows, special industry events, videography, and site photography.
- Provided website development and maintenance, including website content, functionality, and performance and analytics for multiple platform companies.

**Construction Management**  
University of Hawaii -  
Manoa  
2013

**BS Industrial Engineering**  
University of Oklahoma  
2005

## **CERTIFICATION & TRAINING**

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**Project Management  
Institute (PMI) Project  
Management Professional  
(PMP) #1910513**

**USGBC LEED® Accredited  
Professional**

**National Association of  
Pipe Steel Distributors  
(NASPD) Steel Pipe  
Education Course**

## **Proposal Director**

**QPS Engineering, LLC, Tulsa, OK 2016 - 2018**

- Responsible for developing and managing proposals for pipeline, crude, natural gas, midstream, and refinery projects.
- Strategized responses to Requests for Proposals
- Produced required proposal deliverables in a timely manner to meet client driven time frames
- Managed various SAP accounts
- Developed and maintained ISO 9001 process
- Pre-qualified the company for various clients
- Coordinated with lead engineers to determine appropriate man-hour estimates
- Directed and developed a cohesive, agile, and efficient proposal team

## **Proposal Manager**

**QPS Engineering, LLC, Tulsa, OK 2014 - 2016**

- Managed proposal coordination across cross-functional proposal teams; oversaw and produced content for the preparation of quotes and responses to RFPs
- Managed and coordinate cross-functional proposal teams
- Directed the layout, formatting, design, and proposal presentation, ensuring consistency with brand standards and marketing strategies while meeting customer requirements
- Developed the proposal matrix and schedule, adhering to ISO 9001 process
- Documented electronic proposal file access and tracking for security and integrity assurance
- Organized the internal flow and review of all proposals ensuring the appropriate personnel approval prior to submission

## **Assistant Project Manager/Field Engineer**

**Charles Pankow Builders, Honolulu, HI 2006 - 2012**

- Managed and directed workers and the construction activities on project site.
- Analyzed blueprints and other documentation to prepare time, cost, materials, and labor estimates.
- Scheduled projects to meet owner deadlines.
- Conferred with supervisory personnel, owners, contractors, or design professionals to resolve work procedures, complaints, and construction design problems.
- Prepared contracts and negotiated revisions, changes, and additions to project scope with architects, consultants, clients, suppliers and subcontractors.
- Inspected projects for compliance with building and safety codes, or other regulations.
- Selected, contracted, scheduled, and oversaw subcontractors.
- Monitored project progress to ensure conformance to design specs \
- Pro-active interest in safety matters
- Performed routine safety audits

## **Assistant Supervisor of Structures**

**Burlington Northern Santa Fe Railway 2005 - 2006**

- Managed construction work and maintenance of bridges, culverts, and facilities in the Colorado, Nebraska, and Wyoming territory.
- Monitored construction sites to ensure adherence to safety standards, building codes, and specifications.
- Evaluated construction methods and determined cost-effectiveness of work plans. Trained field superintendents to use MS Office to improve their daily work plan.

- Inspected bridges during and after construction for structural quality, general safety, and conformance to railroad specifications and codes.