

# Renee' Starns

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## Executive Director, Procurement and Business Services

Twenty-three plus years as a Procurement professional. Highly focused and diligent problem solver with an ability to evaluate situations and arrive at viable business solutions in various departments.

Successfully manage a variety of areas such as Contracts, Disbursements, Fixed Assets, Mail Services, Procurement, Property and Travel. Develop business procedures to assist in streamlining processes and creating efficiencies, while achieving cost savings and facilitating a smooth running, highly effective operation. Ensure that all divisional activities support and strengthen the strategic objectives of the overall organization.

## EDUCATION

Sam Houston State University

BBA-Marketing August 1993

## ACCOMPLISHMENTS

Certified Texas Procurement Manager (CTPM)

Certified Texas Contract Manager (CTCM)

Trustee for TASB Local Purchasing Cooperative 2015-Present

Team Lead on Ellucian/Banner eProcurement implementation

Team Lead on Jaggaer (SciQuest) eProcurement, eInvoice, Sourcing, and AP Director Implementations

## EXPERIENCE

Sam Houston State University

1994-Present

2432 Sam Houston Avenue, Huntsville TX 77340

***Executive Director, Procurement and Business Services 2015-Present***

***Director, Procurement and Business Services 2012-2015***

***Associate Director, Procurement and Business Services 2010-2012***

***Asst. Director, Purchasing and Stores 1999-2009***

***Purchaser II, Purchasing and Stores 1998-1999***

***Purchaser I, Purchasing and Stores 1994-1998***

## SKILLS

Contract Administration

Continuous Improvement

Strategic Buying

Travel Solutions

Press Operations

Inventory Control

Customer Relations

Vendor Management

Mail Distribution

Procurement Solutions

ERP Implementations

Price Negotiations

Payables

Warehouse Operations

Surplus Property