

Resume

Work Experience

Salt Lake Community College, Purchasing Services, SLC, UT *August 2016 – Current*
Director of Purchasing & Accounts Payable

- Directs and manages the College's centralized procure-to-pay functions, including the Purchasing and Accounts Payable Offices.
- Provides leadership and strategic direction for the procure-to-pay function to ensure the timely acquisition of and payment for goods and services needed by the College, at the best possible price, in a highly professional and ethical manner.
- Manages the standard procurement process including collaborating with College departments on creating requests for proposals and bid specifications, evaluating vendor responses, and negotiating procurement contracts.
- Administers the eProcure-to-Pay system and proactively implements new features and functionalities.
- Ensures that procurement and cash disbursement activities are conducted in compliance with laws, rules, policies, guidelines and procedures.
- Develops and implements internal procurement and accounts payables policies and guidelines including training of College employees.
- Directs, supervises, and manages Buyers, Accounts Payable personnel, and technical support personnel; mentors and trains purchasing and accounts payable staff.
- Responsible for departmental budgets and financial management.

Utah Valley University, IS&T, Orem, UT *January 2012 – August 2016*
Adjunct Instructor

- Prepared and presented curriculum for IM 1010, Basic Computer Applications (Windows, Word, PowerPoint), and IM 2010, Business Computer Proficiency (Excel, Access).
- Proctored exams.
- Helped students succeed by providing them with knowledge and tools.

Utah Valley University, Procurement Services, *Orem, UT* *July 2006 - August 2016*
Associate Director of Purchasing Operations

- Directed and managed staff members in the Purchasing Office.
- Coordinated and oversaw the utilization of computer hardware & software.
- Recommended changes to Purchasing policies and procedures.
- Interpreted State and Federal procurement laws and UVU policies and procedures for deans, directors, department chairs, faculty, and other staff members, as well as for vendors.
- Analyzed and determined validity of sole source procurement requests.

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- Determined appropriate bid procedures (RFP, formal and informal bids). Wrote bid specifications that comply with federal regulations, state statutes, as well as adequately describing the product or services needed.
- Performed a variety of purchasing duties, including reviewing and analyzing requisitions, determining appropriate purchasing methods, and preparing and following-up on purchase orders.
- Provided training to university employees.
- Advised and informed the public and internal employees concerning school operations, policies, and procedures.
- Advised and assisted in the management of warehouse services.
- Maintained the department website.
- Maintained the department budget.

Utah Valley University, Business Services, *Orem, UT*
Technician of Cash Operations Reconciliation

June 2004 - July 2006

- Counted and balanced daily deposits and various receipts to comply with internal and state auditors.
- Audited financial aid and refund checks.
- Advised and informed the public, students, and employees concerning school operations, policies, and procedures.
- Oversaw operations at the cashier's windows.
- Audited deposits made by other campus departments.
- Provided training for all cashiers.
- Audited student accounts.

Certification, Awards, and Volunteer Positions

Certified Public Procurement Officer (CPPO) , UPPCC

May 2012

Public Procurement Professional – State of Utah

June 2018

Certified Procurement Professional – NIGP

September 2020

Professional Public Manager of the Year Award – NIGP Utah Chapter

2017

Treasurer for the NIGP – Utah Chapter

2019-Current

Education

M.B.A., University of Phoenix

February 2010

B.S. Computer Science, Utah Valley University

April 2008