

Jason Banks

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Career Overview: A proven leader with expertise in purchasing processes and policies, contract negotiations, and cost-saving techniques. Experience in both corporate and start-up environments. Eight year experience working in management/lead positions with teams up to 20 people. Extensive knowledge of industry standards with over 200 contacts with technical and cost-saving vendors. Excellent communication skills. Strong work ethic, organization skills, and team management. IT Asset Management experience.

Technical Summary: SAP, SRM, Oracle, PeopleSoft, Quickbooks, Salesforce, Fishbowl Inventory System, Remedy 7.0, Microsoft Office, Windows, Adobe Suite, SOX compliance, and web research.

EXPERIENCE

Procurement Manager

Oblong Industries Inc. (Los Angeles, CA)

May 2013 – June 2015

- Created company's purchasing policy and procedures and centralized all purchasing/supply chain activity and processes, including requisitions, pricing, and PO fulfillment.
- Provided purchasing forecasting, analytics, and spending trends to decrease completion time, increase distribution efficiency, and mitigate financial risk and exposure.
- Established new supplier relationships, negotiated new and existing contracts, and eliminated 90% of credit card spending to create a stronger cash flow position.
- Strategically aligned the company with key partners and strengthened relationships with company's core product vendors.
- Developed new strategic sourcing initiatives for the manufacturing of company's core hardware platform.
- Led company's transition to a new inventory and life cycle management system and maintained end-of-life compliance.

Senior Buyer/Strategic Sourcing

THQ Inc. (Agoura Hills, CA)

May 2009 – May 2013

- Negotiated multi-million dollar licensing and pricing contracts for a publicly traded company, saving the company over \$2 million annually.
- Managed video game development software and middleware purchasing and rollouts for both corporate and studios located both domestically and internationally.
- Centralized purchasing and asset management of all domestic and international studios to increase the company's leverage and a cost savings.
- Developed and implemented policies and procedures in adherence with vendor terms and conditions.
- Led meetings with departments and studios to forecast future hardware, software, and middleware developments.
- Coordinated with the Finance and other departments to improve PO fulfillment and vendor payment turnaround time.

Technical Buyer

DreamWorks Animation SKG (Glendale, CA)

August 2008 - May 2009

- Negotiated licensing and pricing for all hardware and software contracts, savings of approximately \$160K annually.
- Led weekly exploratory and forecasting meetings to discuss changing industry standards for animation and production, including fluctuation in demand, products, pricing, and opportunities for renegotiations.
- Provided valuable resources to company's suppliers and contractors for reviewing purchasing details, pricing revisions, order cancellations, special value merchandising, substitution, delivery revisions, and invoice discrepancies.
- Responsible for maintaining a SOX compliant environment to ensure that the company adhered to company guidelines for audit purposes.
- Conducted weekly internal audit meetings with department heads to ensure a streamlined order fulfillment process and to timely payment of vendors.

IT Buyer

IndyMac Bank (Pasadena, CA)

May 2006 – August 2008

- Negotiated contracts and purchased technical materials for a multi-million dollar banking company.
- Initiated internal saving measures that saved the company to \$1.5 million annually.
- Provided monthly cost save reports that saved the company \$1.4 million.
- Led weekly meetings with "Valued Added" resellers to discuss current standards, changes in demand, new products, and pricing.
- Coordinated and streamlined IT asset management for hundreds of employees and sales locations throughout the US, including assignment, repairs, and audits.
- Conducted weekly new hire sessions with various departments to receive their requested hardware to expedite employee performance and success.

Manager – Operations

AMC Theatre (Burbank, CA)

September 2005 – May 2006

- Managed a team of 20 shift managers, film crew, concessions, and other theater employees to optimize guest satisfaction and business profitability in a professional and safe work environment.
- Daily management duties included: overseeing and completing theater administration reports, reinforcing guest and operational focus through MBWA, developing crew members through guidance and training and completing a wide range of project on time.
- Provided purchasing forecasting, analytics, and spending trends using MIS for the concessions department.
- Sole responsibility for daily financial tallies and funds.

- Attended weekly training on Federal regulations regarding safety, consumer standards, and business practices and standards.
- Applied advanced computer knowledge of Windows XP, Microsoft Office, and Excel to numerous projects and assignments.

References available upon request

EDUCATION:

Bachelors Degree (In Progress) in Business Management - Moorpark College (Moorpark, CA)
Anticipated in May 2017

Continuing Education – Art Center (Pasadena, CA)
August 2006 – September 2008