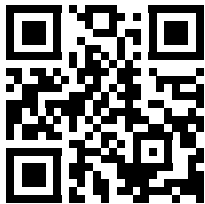


INTERVIEW PORTFOLIO

COLBY QUINN

PROCUREMENT & OPERATIONS LEADER

Purchasing leadership. Multi-site support.
Systems visibility. Practical process
improvement.



PROFESSIONAL PROFILE

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Birmingham, Alabama

SELECTED EXPERIENCE • WORKING APPROACH • CAREER HISTORY

Structure that helps work move.

A hands-on procurement and operations profile built around clarity, follow-through, and usable systems.

POSITIONING

Procurement and operations leader who brings structure to purchasing, inventory, reporting, cross-functional handoffs, and multi-site support.

The working standard: every active item should have a clear owner, current status, next action, and date.

LEADERSHIP

- Purchasing-team supervision
- Priority setting and coaching
- Cross-functional coordination

OPERATIONS

- Multi-site supply support
- Inventory and warehouse controls
- Supplier and order follow-through

SYSTEMS

- NetSuite ERP workflows
- Salesforce CRM visibility
- Sage, Excel, and reporting

CAREER THROUGH-LINE

BUYER

Built purchasing, supplier, and asset-tracking fundamentals.

MANAGER

Led buyers and shipping operations across a multi-site healthcare network.

AGENT

Managed NetSuite purchasing, inventory, work-order, and bill-of-material activity.

COORDINATOR

Connected sales, estimating, Salesforce, standards, and follow-through.

CONSULTANT

Turns operational gaps into practical workflows, tools, and implementation plans.

Procurement leadership & multi-site support

Purchasing continuity depends on clear priorities, reliable ownership, and fast communication across the network.

OPERATING PRINCIPLE

When purchasing and distribution support many locations, local needs, supplier issues, inventory levels, invoices, and deliveries all compete for attention.

CONTEXT

Led purchasing and shipping personnel while supporting a multi-site healthcare network.

WHAT COLBY CONTRIBUTED

- Set priorities across buyers and warehouse activity.
- Coordinated clinics, suppliers, accounting, warehouse staff, and leadership.
- Managed catalog, source-to-pay, inventory, invoice, and delivery workflows.
- Built reporting visibility across open orders, spend, suppliers, inventory, and discrepancies.

OPERATING VALUE

The contribution was not one isolated transaction; it was a connected operating view for purchasing work, supply continuity, team ownership, and leadership attention.

TOOLS AND DISCIPLINES

TEAM LEADERSHIP

SOURCE-TO-PAY

INVENTORY

WAREHOUSING

SUPPLIER PERFORMANCE

REPORTING

Systems & reporting visibility

A system creates value when the team can rely on what it says and leaders can act on the view.

OPERATING PRINCIPLE

Purchasing and operational information often lives across enterprise systems, spreadsheets, conversations, and individual follow-up. The risk is not simply missing data—it is unclear ownership and stale status.

CONTEXT

Connected transaction-level work with usable operating visibility across purchasing, sales, inventory, and reporting systems.

WHAT COLBY CONTRIBUTED

- Worked hands-on in NetSuite purchasing, inventory, work orders, and bill-of-material records.
- Used Salesforce for pipeline, quote, lead, and follow-up activity.
- Maintained Sage-based tracking for high-value equipment.
- Built and maintained a centralized procurement reporting catalog for leadership.

OPERATING VALUE

The goal is a trustworthy view: the system record, the operating conversation, and the next action should point in the same direction.

TOOLS AND DISCIPLINES

NETSUITE ERP

SALESFORCE CRM

SAGE

EXCEL

CATALOGS

DATA DISCIPLINE

Process improvement & handoffs

Good process is not extra paperwork. It is the shortest reliable path from intake to decision to follow-through.

OPERATING PRINCIPLE

Sales, estimating, and operations teams can lose time when requests arrive inconsistently, deadlines are unclear, statuses mean different things, or the next owner is assumed rather than named.

CONTEXT

Developed workflow, documentation, and implementation tools that make active work easier to see, prioritize, and hand off.

WHAT COLBY CONTRIBUTED

- Helped lead a new Invitation to Bid intake process.
- Authored sales standard operating procedures and cross-functional guidance.
- Translated process gaps into trackers, checklists, owners, dates, and approval gates.
- Focused first on improving the team's current tools and working habits.

OPERATING VALUE

The strongest improvement is one the team can actually use: a visible queue, shared definitions, explicit decision points, and a follow-up rhythm that survives the busy week.

TOOLS AND DISCIPLINES

ITB INTAKE

SALESFORCE

SOPS

SCHEDULING

HANDOFFS

ACCOUNTABILITY

Career experience

Progressive responsibility across procurement, sales coordination, systems, and operational improvement.

2026–PRESENT**Process Consultant****ScopeGate Process Advisors**

Builds practical sales and estimating workflows, implementation plans, trackers, checklists, and procedure drafts for construction-adjacent teams.

2023–2026**Sales Coordinator****CLP Systems (SDI)**

Helped lead a new Invitation to Bid process, authored sales procedures, coordinated across departments, and managed quote and pipeline activity in Salesforce.

2022–2023**Purchasing Agent****Storyteller Overland**

Managed NetSuite purchase orders, inventory transactions, cycle counts, work orders, bill-of-material maintenance, and specialized component sourcing.

2020–2022**Purchasing Manager****American Family Care**

Led three buyers and one shipping clerk supporting 77 corporate clinics; oversaw purchasing, reporting, catalog, source-to-pay, supplier, inventory, and warehouse activity.

2018–2020**Buyer****American Family Care**

Ordered clinical and operational supplies and maintained Sage-based tracking for high-value medical equipment.

2019–2021**Sales Specialist****Peloton Interactive**

Managed lead generation and customer follow-up through Salesforce while working toward monthly sales goals.

Systems knowledge, applied.

Tools matter most when they reinforce ownership, decision-making, and follow-through.

NETSUITE ERP

Purchase orders, inventory transactions, work orders, cycle counts, and bill-of-material maintenance.

SALESFORCE CRM

Quote and pipeline activity, lead follow-up, stakeholder visibility, and sales workflow support.

SAGE ASSET TRACKING

High-value medical-equipment records and purchasing support.

EXCEL & OFFICE

Operational reporting, trackers, catalogs, analysis, documentation, and communication.

PROCUREMENT REPORTING

Spend, savings, open orders, supplier performance, inventory, invoice discrepancies, and delivery visibility.

WORKFLOW DESIGN

Intake, scheduling, handoffs, status definitions, next actions, approvals, and written procedures.

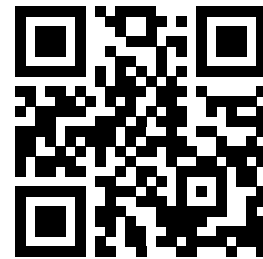
WORKING PRINCIPLES

- Make the work visible before adding complexity.
- Give every active item an owner, status, next action, and date.
- Use systems consistently enough that leaders can trust the view.
- Treat communication as an operating discipline, not an afterthought.

Let's make the work easier to see—and easier to move.

Useful interview questions

- Where does work most often lose visibility today?
- Which handoffs create the most delay or rework?
- What should leaders be able to see each week but cannot?
- Which existing systems need stronger discipline before new tools are considered?
- What would make the first 90 days a clear success?
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PROFILE & CONTACT

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