

CLARITY FOR THE WORK BETWEEN TEAMS

The decisions behind the work.

Colby Quinn

Procurement & Operations

I connect sourcing decisions, purchasing systems, and the people responsible for what happens next.

Operating experience	Practical responsibility
American Family Care	Led three buyers and a shipping clerk supporting purchasing for 77 corporate clinics.
Storyteller Overland	Manufacturing and R&D purchasing, NetSuite, work orders, bills of materials, and inventory.
CLP Systems	Invitation to Bid coordination, sales procedures, Salesforce quotes, and follow-up.
ScopeGate Process Advisors	Practical bid and quote workflows, intake tools, and operating guidance.

INSIDE THIS PORTFOLIO

Three career stories show the operating context, my responsibility, and the work. Two illustrative records demonstrate how I structure an actionable handoff. The samples contain no employer or client data.

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AMERICAN FAMILY CARE

Supply continuity under pressure.

Purchasing Manager | Mar 2020 - Aug 2022

THE OPERATING CONTEXT

Support a corporate clinic network during volatile supply conditions while keeping purchasing, warehouse activity, suppliers, and clinic needs connected.

MY RESPONSIBILITY

I led three buyers and a shipping clerk supporting purchasing for 77 corporate clinics. My responsibilities included purchasing catalogs, source-to-pay activity, inventory, reporting, and supplier coordination.

THE WORK

My work included sourcing testing supplies, protective equipment, and sanitizer. I developed alternative local supply relationships and helped coordinate how materials would be prepared and shipped to clinics.

THE WORKING PRINCIPLE

Start with the actual requirement. Evaluate the options. Connect the purchase to a usable delivery.

This story describes employment experience. Former employers are not presented as ScopeGate consulting clients.

STORYTELLER OVERLAND

Beyond the usual supplier list.

Purchasing Agent | Aug 2022 - May 2023

THE OPERATING CONTEXT

Support manufacturing and research-and-development purchasing where specifications, inventory, work orders, and bills of materials need to stay aligned.

MY RESPONSIBILITY

I worked with purchase and work orders, bills of materials, NetSuite inventory activity, and cycle counts, coordinating purchasing with production requirements.

THE WORK

Alongside production purchasing, I worked on specialized R&D sourcing. Examples include developing a plumbing supply catalog at negotiated fixed rates and identifying an unconventional manufacturing source for a specialized component.

THE WORKING PRINCIPLE

Translate the requirement into practical sourcing options, then coordinate the details that make the choice work.

This story describes employment experience. Former employers are not presented as ScopeGate consulting clients.

CLP SYSTEMS

From an incoming bid to a next decision.

Sales Coordinator | Aug 2023 - May 2026

THE OPERATING CONTEXT

Coordinate quoting work across external sales and internal departments while keeping requirements, ownership, and follow-up visible.

MY RESPONSIBILITY

The Sales Coordinator role connected customer-facing work with the internal information and decisions needed to move a quote forward.

THE WORK

I helped lead an Invitation to Bid process rollout, authored sales standard operating procedures, and managed quote and pipeline activity in Salesforce.

THE WORKING PRINCIPLE

A status should lead to a next action. A handoff should make responsibility clear.

This story describes employment experience. Former employers are not presented as ScopeGate consulting clients.

SAMPLE STRUCTURES - NOT HISTORICAL RESULTS

Make the next action visible.

These examples demonstrate information structure. They contain no employer or client data and do not claim a measured improvement.

01 / OPEN PURCHASE-ORDER EXCEPTION

Field	Illustrative record
Exception	Delivery date unconfirmed
Owner	Buyer
Next action	Confirm ship date with the supplier
Review point	Before the next purchasing check-in

02 / BID HANDOFF

Field	Illustrative record
Current note	Scope review assigned
Owner	Estimator
Next action	Confirm scope exclusions
Due	Before the internal review

Keep the record close to the work. Adapt fields, responsibilities, and review routines to the organization's systems and policies.