



COLBY QUINN

PROCUREMENT & OPERATIONS LEADER



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PROFESSIONAL PROFILE

PROFESSIONAL SUMMARY

Procurement and operations professional with progressive experience as a Buyer, Purchasing Manager, and Purchasing Agent. Led buyers and shipping operations supporting 77 corporate healthcare clinics, managed purchasing catalogs and source-to-pay activity, negotiated supplier pricing, and built a centralized procurement reporting catalog for leadership. Additional strengths include inventory control, cross-functional process improvement, standard operating procedures, and adoption of business systems.

CORE COMPETENCIES

- Procurement Operations
- Team Leadership & Coaching
- Source-to-Pay Processes
- Catalog Management
- Supplier & Contract Negotiation
- Spend & Savings Reporting
- Supplier Performance
- Inventory & Replenishment
- Process Improvement & SOPs
- NetSuite ERP
- Sage Asset Tracking
- Salesforce & Microsoft Office

EDUCATION

Bachelor of Arts in Marketing
University of Montevallo | 2018

Additional Marketing Studies
University of Mobile | 2014 - 2016

SYSTEMS & TOOLS

NetSuite ERP | Salesforce CRM | Sage Asset Tracking | Microsoft Excel & Office | Purchase Order & Work Order Processing | Inventory & Cycle-Count Systems | Procurement Reporting & Catalog Management

PROFESSIONAL EXPERIENCE

Process Consultant | ScopeGate Process Advisors

Jun 2026 - Present

United States

- Build practical sales and estimating workflows for construction-adjacent teams, emphasizing intake discipline, work visibility, scheduling, handoffs, and follow-up accountability.
- Translate process gaps into implementation plans with clear owners, dates, statuses, dependencies, decision points, and approval gates.
- Create operating tools and documentation, including intake checklists, trackers, workflow recommendations, and standard operating procedure drafts.

Sales Coordinator | CLP Systems (SDI)

2023 - 2026

Pelham, Alabama

- Helped lead the rollout of a new Invitation to Bid process designed to improve quoting speed and consistency.
- Authored sales standard operating procedures and coordinated communication between the external sales team and internal departments.
- Managed quote and pipeline activity in Salesforce and supported continued streamlining of sales workflows and system usage.

Purchasing Agent | Storyteller Overland

2022 - 2023

Birmingham, Alabama

- Managed purchase-order creation, NetSuite inventory transactions, daily inventory cycling, work orders, and bill-of-material maintenance for a Class B recreational vehicle manufacturer.
- Partnered with research and development to source specialized parts and components for concept vehicles, including the later-released GXV Hilt model.
- Coordinated purchasing activity with evolving production requirements, inventory availability, and component specifications.

Purchasing Manager | American Family Care

2020 - 2022

Birmingham, Alabama

- Led a procurement team of three buyers and one shipping clerk supporting purchasing and inventory operations for 77 corporate clinics.
- Created and maintained a centralized procurement reporting catalog that gave leadership on-demand visibility into spending, cost savings, open purchase orders, supplier performance, inventory levels, invoice discrepancies, and delivery performance.
- Managed the approved purchasing catalog, including products, suppliers, contract pricing, item information, and standardized ordering options for medical and operational supplies.
- Oversaw source-to-pay activity from purchasing requests and purchase-order issuance through receiving, invoice reconciliation, and payment coordination.
- Negotiated supplier pricing and contract terms while monitoring savings opportunities, service levels, and vendor performance.
- Maintained par levels for vaccines and medical supplies while overseeing daily cycle counts and corporate warehouse inventory controls.
- Coordinated with clinic stakeholders, buyers, warehouse personnel, suppliers, accounting, and leadership to resolve purchasing, invoice, inventory, and delivery issues.

Buyer | American Family Care

2018 - 2020

Birmingham, Alabama

- Ordered clinical and operational supplies as part of a three-buyer procurement team supporting a multi-location healthcare organization.
- Maintained a Sage-based tracking system for high-value medical equipment and supported accurate purchasing and asset records.

Sales Specialist | Peloton Interactive

2019 - 2021

Birmingham, Alabama

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