

# Stephen K. Potts

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## PROFESSIONAL PROFILE

- Highly driven individual with extensive supply chain/business background.
- Versatile, adapts well to rapidly changing environments.
- Excellent written, verbal, and interpersonal communication skills.
- Effective problem solver.
- Positive, optimistic self starter who excels under pressure and enjoys exceeding expectations.
- Computer literate performer with extensive knowledge of Word, Excel, PowerPoint, Outlook, and Adobe software along with moderate experience with Microsoft Access, AX, SAP, Peachtree, and Oracle.

## AREAS OF EXPERTISE

Relationship Development	Negotiations
Networking	Vendor Management
Problem Resolution	Budget Management
Data Analysis	Forecasting/Planning
Initiatives in education and partnering	Compliance Management

## CERTIFICATIONS

- *APICS: CSCP (Certified Supply Chain Professional)*, December 2015
- *USCBP: LCB (Licensed Customs Broker)*, January 2024; exam passed 10/23/CBP Interview 1/24, *pending license receipt*

## PROFESSIONAL EXPERIENCE

Tempur-Sealy International

Dec. 2013 – Current

**Supply Chain Program Manager: International Logistics**, Lexington, KY

July 2019 – Current

- Primary contact for global forwarding 3PL partner
- Negotiate yearly global freight forwarding and customs broker contract(s)
- Educate, and hold accountable, internal customers on compliance programs including CTPAT
- Review import and export activity
- Track multiple KPIs for imports/exports
- Collaborate with internal sourcing groups and overseas vendors on freight strategies
- Provide support for new facility construction/opening

**Finished Goods Supply Planner**, Lexington, KY

November 2018 – July 2019

- Developed and maintained SOP for 5 product categories
- Refined Canadian order process for exports
- Hold regular calls with vendors/plants for alignment on build plans and business needs
- Collaboration with certain retailers on specialized products and programs
- Maintain DOS targets for multiple categories

**Supply Chain Program Manager**, Lexington, KY

Feb. 2016 – November 2018

- Developed and maintain customer scorecards to track KPIs
- Hold weekly collaboration calls with the sales team to effectively manage large retail accounts
- Work with IT to implement electronic data interchange transactions & label requirements.
- Work closely with order management, transportation, distribution, planning & accounting to improve customer processes.
- Lead various process mapping & value stream mapping workshops
- Coach and mentor others on lean & project management

**Centric Account Specialist**, Lexington, KY

Dec. 2013 – Feb. 2016

- Manage roughly \$108 million of outbound revenue and \$7.5 million of returns per year.
- Maintain scorecard reflecting customer measured metrics.
- Work with customers on collaborative projects for continuous improvements.
- Resolve accounting, inventory, and OTD problems daily.

- Work to increase Tempur-Sealy market share in customer's retail space.
- Assist on and/or manage internal projects concerning business process alignment issues.

Kentucky Performance Products

June 2012 – Dec. 2013

**Purchasing / Production Control / Inventory Management, Versailles, KY**

- Order all ingredients/packaging for production.
- Work with 3PL to organize domestic and international shipping.
- Schedule manufacturing to keep products in stock, yet perishable inventory low.
- Analyze internal and distributor sales to forecast production/raw material needs.
- Perform monthly physical inventory and rectify any variances.
- Cost control of manufacturing and ingredients.

University of Kentucky

Jul. 2009-June 2012

**Contracting Officer, UK Hospital Purchasing, Lexington, KY**

Mar. 2011- June 2012

Similar duties as listed for Price Contract Coordinator Senior plus:

- Help maintain MRP ordering accuracy for all UK Healthcare facilities.
- Control pricing for off formulary items ordered.
- Perform monthly audit of MRBR issues to ensure timely payment to vendors.
- Negotiate best pricing for on formulary, consumable items.
- Provide solid analysis for yearly budget concerning contracts under management.

**Price Contract Coordinator Senior, UK Hospital Purchasing, Lexington, KY** Jul. 2010-Mar. 2011

- Place purchase orders for all UK Healthcare facilities.
- Direct various departments in receiving and following up on orders.
- Help maintain item and vendor list for hospital in SAP.
- Communicate with departments about issues concerning their requisitions.
- Assure accurate pricing and product details are used.
- Work with vendors on back-order reports, contract issues, setup, and other issues.

**Materials Management Technician, UKHC, Lexington, KY**

Jul. 2009-Jul. 2010

- Check in and distribute incoming stock.
- Perform physical inventory of stock on hand.
- Learn UKHC ordering system and SAP software.
- Works with various employees to ensure proper and adequate level of supplies are available.

AXA Advisors, LLC (AXA)

Mar. 2008- Jan. 2009

**Financial Services, Lexington, KY**

- Assisted clients, personal and small business, in all aspects of financial planning.
- Analyzed current portfolios using tools such as Morningstar.
- Worked with small business owners to develop and implement benefit packages.
- Assisted small business owners with continuation planning and employee retention policies.
- Performed reviews with current clients to provide information and identify opportunities.
- Kept client files compliant for AXA and FINRA.

C.H. Robinson Worldwide, Inc. (CHRW)

May 2003-Dec. 2007

**Logistics Sales/Consulting/Planning, Lexington, KY**

Sept. 2005-Dec. 2007

- Assisted in establishing new branch in semi-saturated market.
- Developed business plan, goals, budget, and objectives yearly.
- Sold to companies of varying size both domestically and internationally.
- Internally sold to existing customers.

**Logistics Sales/Consulting/Planning, Columbia, SC**

May 2003-Sept. 2005

- Developed personal business plan yearly.
- Sold to companies of varying size domestically.
- Negotiated best rates amongst customers and carriers.
- Handled problematic freight for entire office, built carrier bases for undesirable freight lanes.

### **EDUCATION**

- *Miller Heiman: Strategic Selling*; C.H. Robinson Worldwide, Inc., Course completed 2005
- Bachelor of Science in Agricultural Economics with a Minor in Business; University of Kentucky, Lexington, KY 2003
- Associate in the Arts; Owensboro Community College, Owensboro, KY 1998

### **AWARDS**

- *Corporate Stock Award*; C.H. Robinson Worldwide, Inc., 2006
  - Corporate award given for outstanding performance.
  - Nominated by manager of Lexington, KY branch.
- *Thoroughbred of the Year* (Employee of the Year); C.H. Robinson Worldwide, Inc., Lexington, KY 2006
  - Local award given in Lexington, KY only.
  - Voted on by peers.

### **VOLUNTEER EFFORTS**

- Habitat for Humanity; Wood-Pike Build; Lexington, KY 2008
- Gleneagles HOA; Lexington, KY
  - Director, June 2008 to July 2009
  - President, August 2009 to May 2010

### **REFERENCES**

\*Available upon request