

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	Trade Compliance
Networking	Vendor Management	Risk Audit/Management
Problem Resolution	Budget Management	CTPAT Regulations
Data Analysis	Forecasting/Planning	Imports
Initiatives in education and partnering	Compliance Management	Exports

CERTIFICATIONS

- *APICS: CSCP (Certified Supply Chain Professional)*, December 2015
- *USCBP: LCB (Licensed Customs Broker)*, July 2024

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