

Kimberly Miller, CPSCM
Executive Assistant
kim@isotherapeutics.com

Education

- 1997 CPSCM, University of Houston Clear Lake School of Business and Public Administration, Clear Lake, TX. Certified Purchasing and Supply Chain Manager
- 1995 AAA, Brazosport College, Lake Jackson, TX. Honor Graduate, Phi Beta Kappa Honor Society

Experience

IsoTherapeutics Group, LLC

- 2011 Executive Assistant
Executive and Administrative support to all employees of IsoTherapeutics Group, LLC. Maintain Accounts Payable and Receivable, Purchasing, Receiving, Payroll, Documentation and all other necessary functions of Office Management

TDECU, Lake Jackson, TX

- 2010 – 2011 Director of Purchasing and Inventory
Responsible for the Purchasing, Inventory, Receiving, Logistics, Janitorial, Invoice Processing and Mail Room Operation Teams of multiple facilities with TDECU
- 2007 – 2010 Director of Facilities and Purchasing
Responsible for the Purchasing, Inventory, Receiving, Logistics, Janitorial, Invoice Processing and Mail Room Operation Teams of multiple facilities with TDECU
Project Manager of all new branches and offices built for TDECU
Growth from 6 Facilities to 21 in less than 5 years
- 2006-2007 Lead Buyer
Responsible for all aspects of creating a centralized purchasing and inventory system

Rhodia / Rhone Poulenc Inc., Freeport, TX

- 1997-2006 Corporate Buyer
Supervision of Purchasing, Stores, Inventory, and Receiving Departments
Raw materials forecast and buys, MMO forecast and buys, Contract management, Quality Standards team for ISO-9000 and SOP processes

- 1996-1997 Training Coordinator
Extensive travel to train and maintain implementation of JD Edwards Procurement, Maintenance and Work Order system. On-site start up assistance and Inventory catalog organization set-up
- 1984-1996 Storekeeper and DOT Coordinator
Inventory control of \$1.3m MRO inventory. Transition to computerized inventory and purchasing system. DOT and IATA Hazardous Materials Shipping responsibilities. Supplier Alliance Implementation Team Member.
- 1984 –1984 Receptionist, Personnel, Safety and Environment Administrative Support Assistant
Receptionist, PBX Operator, Regulatory Paperwork for Personnel, Safety and Environmental Reporting. Events Coordinator.

Professional Organizations

National Association of Purchasing Management (NAPM) 1997-2006
Certified Purchasing and Supply Chain Manager (CPSCM) current
Texas State Notary – National Notary Association

Community Activities

Willow Baptist Wedding Coordinator 1997 - present
Cradle of Texas Emmaus Community 2001 - present
Buc Band Board Member 1999-2001