



Columbus, OH 43215



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Portfolio

Linda Shafer

IT procurement manager with 16 years of experience negotiating vendor contracts, managing RFPs, and optimizing software spend. Expert in sourcing enterprise technology and developing cost-reduction strategies aligned with IT goals.

PROFESSIONAL EXPERIENCE

IT PROCUREMENT MANAGER

MIDWEST FINANCIAL GROUP, COLUMBUS, OH | FEBRUARY 2016 – PRESENT

- Negotiated contracts for software and services totaling 38 million annually, achieving 12% savings across portfolio in 2023
- Launched procurement automation system that shortened approval workflows from 17 days to six days
- Consolidated SaaS subscriptions across departments, saving 640,000 in licensing overlap
- Implemented vendor performance dashboards to monitor service level agreement (SLA) compliance and reduce service disputes by 68%

PROCUREMENT SPECIALIST – IT SERVICES

GRAYSTONE ENERGY, COLUMBUS, OH | JUNE 2010 – JANUARY 2016

- Managed RFP processes for major infrastructure refreshes and software projects
- Developed cost comparison models used by leadership to evaluate multi-year service contracts
- Reduced invoice discrepancies by 44% through tighter contract language and milestone tracking

EDUCATION

Bachelor of Science (B.S.) in Business Administration

Ohio State University, Columbus, OH | May 2010