

CYNTHIA SMAJLOVIC

PROFESSIONAL SUMMARY

Strategic professional over ten years of experience in strategic sourcing, inventory, and finance. Committed to delivering substantial results through creative problem-solving and exceptional service provision. I am seeking a new career opportunity to take on new challenges and grow professionally.

EMPLOYMENT HISTORY

BUYER

Johnson & Johnson

Aug 2022 - Present
New Brunswick, NJ

- ◆ Expedite purchase orders, track delivery schedules
- ◆ Update the item data setting with correct lead times, prices, units of measure
- ◆ Maintain purchase price variances and work with accounting on solving problem invoices
- ◆ Solid knowledge of materiel requirements planning and inventory management programs (Kanban, Min/Max)
- ◆ Assist with the preparation of internal and external reports, including inventory reports and budget summaries

OR BUYER

Trinity Health Of New England

Feb 2021 - Aug 2022
Waterbury

- ◆ Resolve process inconsistencies (match exceptions)
- ◆ Manage implant records and processed consignments
- ◆ Negotiate favorable terms and contracts with suppliers
- ◆ Support with cycle counts, address Issues, manage returns
- ◆ Audits invoices, verifying received quantities against delivery receipts

PURCHASING ASSISTANT

Trinity Health Of New England

Jun 2020 - Feb 2021
Waterbury

- ◆ Reports backorders/delays to requestor
- ◆ Placing and verifying orders, pricing and availability.
- ◆ Monitor stock levels and identify needs for new purchases
- ◆ Analyzed, researched and responded to incoming recalls.
- ◆ Prepares quarterly reports for the Safety Committee on recalls

ACCOUNTS PAYABLE

Middlesex Hospital

Oct 2016 - Jun 2020
Middletown, CT

- ◆ Resolved invoice discrepancies, enhancing vendor relations.
- ◆ Reconcile bank statements and matched withdrawals to Sage
- ◆ Managed expense reports and monitored the hospital credit cards
- ◆ Processed 200 invoices daily, ensuring accuracy and timely payment.
- ◆ Acquired and revised W9 forms/insurance and established new vendors

ACCOUNTS RECEIVABLE

Middlesex Hospital

Aug 2013 - Oct 2016
Middletown, CT

- ◆ Review and analyze EOB to ensure accurate payment posting and reconciliation
- ◆ Follow up on issues and provide information to resolve outstanding balances
- ◆ Coordinate with insurance providers to obtain approvals and resolve claim
- ◆ Resolves denials, underpayments, no pays, payer rejections, claim edits

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Goodwin University

Aug 2024
East Hartford, CT

- ◆ Graduated with The Academic Excellence Award

- ◆ Dean's List

SKILLS

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- ◆ Customer Service
- ◆ MS Office
- ◆ Procurement
- ◆ Billing and Coding
- ◆ Statistics
- ◆ Lean Principles
- ◆ Spanish