

MEGAN DAVIES

Junior Procurement Officer

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Supply chain management graduate from Swansea University with practical procurement experience from a **year-long placement** at Tata Steel. Managed purchase orders worth up to **£250,000** and coordinated with **18 suppliers** across the UK and Europe. CIPS Level 3 qualified with strong negotiation and Excel skills.

EXPERIENCE

Procurement Placement Student, Tata Steel UK, Port Talbot

Sep 2023 – Aug 2024

Year-long placement within the procurement team at the Port Talbot steelworks.

- Raised and managed **120+ purchase orders** per month with values from £500 to £250,000
- Coordinated with **18 suppliers** across the UK, Germany, and the Netherlands for raw materials and MRO items
- Negotiated a **7% cost reduction** on PPE supplies by consolidating 3 existing contracts into 1
- Maintained the approved supplier list of **340 vendors** and conducted **6 supplier performance reviews**

Waitress, Nando's, Swansea

Jan 2022 – Aug 2023

Part-time front-of-house role alongside university studies.

- Served an average of **50 covers per shift** across lunch and evening service
- Trained **4 new staff members** on table service and POS system operations

EDUCATION

BSc (Hons) Supply Chain Management in Supply Chain Management, Swansea University, Swansea

Sep 2021 – Jul 2025

2:1 (64%). Sandwich course with a year in industry. Modules included Strategic Procurement, Logistics Operations, and Contract Law.

SKILLS

Purchase Order Management, Supplier Negotiation, SAP MM, Microsoft Excel (Intermediate), Contract Management, Supplier Performance Review, Cost Analysis, Inventory Control

CERTIFICATIONS

CIPS Level 3 Advanced Certificate in Procurement and Supply Operations, Chartered Institute of Procurement & Supply

Jun 2024

LANGUAGES

English - Native, Welsh - Basic

EXTRA CURRICULAR ACTIVITY

Swansea University Surfing Club

Sep 2022 – Jun 2025

Social secretary organising **10 events per year** for a membership of **85 students**, managing an events budget of **£1,800**.