

ALLYSON KENDALL WALTER

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OVERVIEW

- ◆ **Background in Vendor Management and Vendor relations** including development and execution of vendor selection process, contract negotiations, relationship management, and development of tiered engagement model for vendor classification.
 - ◆ **Demonstrated success in Contract Administration**, including contract negotiations, SLA Management, and escalation resolution.
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VENDOR MANAGEMENT SKILLS

<i>Relationship Management</i>	<i>Contract Negotiation</i>	<i>Vendor Classification and Engagement Model</i>
<i>Vendor Selection</i>	<i>Contract Administration</i>	<i>Cost Administration</i>
<i>Risk Management</i>	<i>SLA Management</i>	<i>Budget Analysis and Reporting</i>
<i>Vendor Performance Management</i>	<i>Escalation Resolution</i>	<i>Chargeback Reporting</i>

PROFESSIONAL EXPERIENCE

MOSAIC — Riverview, FL

World's leading producer of phosphate and potash, 20 domestic and 23 international locations

IT Partner Relationship Analyst, Senior, 2014 to Present

TEKSYSTEMS assigned to MOSAIC — Riverview, FL

World's leading producer of phosphate and potash, 20 domestic and 23 international locations

IT Partner Relationship Analyst Senior, 2011 to 2014

Recruited to assist in the development of the IT Vendor Management Office. Worked with legal and the IT Senior Leadership Team in contract negotiations and contract management. Manage vendor relationships and provide assistance during escalations and contract penalties. Oversee the vendor selection process from team selection to RFP development to contract negotiations.

Key Results:

- ◆ Led the vendor selection for multiple projects including, but not limited to: Learning Management System, Behavior Based Safety System, MSDS Management System, HR Time System and HR Audits.
- ◆ Developed templates for the Vendor Selection process and updated the methodology for the vendor management process.
- ◆ Led the contract negotiations for the transition from a resource based support model to an outcomes based model for 20 million dollar engagement.
- ◆ Identified process deficiency in vendor assessments and vendor selections. Collaborated with various IT departments, business units, and leadership to establish IT Vendor Assessment Repository.

INDEPENDENT CONSULTING

HR Consultant for small to medium businesses on Eastern Seaboard.

HR Consultant 2009 to present

Consult with small to medium businesses on policy development and implementation, employee investigations, training and development, performance management, leave administration, and employee relations.

MEDI-WEIGHTLOSS CLINICS® — Tampa, FL

Franchisor in the healthcare industry. 88 locations in 21 states.

Director of Human Resources, 2007 to 2011

Recruited to help build HR department. Responsible for guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Negotiated multiple contracts for HR benefits as well as general office and IT contracts. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and develop and adhere to department's strategic goals in line organizational objectives. Built HR sample templates for franchisee use in multiple states.

Key Results:

- ◆ Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation.
- ◆ Negotiated approximately 50 salary offers and dozens of sign-on bonuses/relocation packages annually at both the exempt and non-exempt level.
- ◆ Developed Supervisor's handbook. Instituted preferred providers list and trained managers and associates on procedures to follow.
- ◆ Reduced benefits costs by 18% annually through meticulous recordkeeping and ensuring that company did not pay for benefits for which employees were ineligible.
- ◆ Wrote employee manual covering issues including disciplinary procedures, code of conduct, FMLA policy and benefits information.
- ◆ Introduced company's formal performance review program, creating a flexible and well-received tool that was later adopted company-wide.
- ◆ Worked with CEO and COO to managed annual convention and negotiated with convention vendors.

UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE — Adelphi, MD

Leading higher educational provider for Maryland residents and military.

Services Assistant, 2005 to 2006

Recruiter, 2006 to 2006

Promoted to plan and coordinate community events for outreach. Resigned due to budget cuts and anticipated move to Florida.

ANNE ARUNDEL COMMUNITY COLLEGE — Arnold, MD

Top community college in Maryland, offering a variety of degrees to students.

Student Services Assistant, 2002 to 2005

Served as Interim Coordinator of Ft. Meade (military location) and Interim Assistant to Registrar during first year of employment. Transitioned to call center to train and develop knowledge on organization. Resigned after receiving employment offer from UMUC.

EDUCATION & CERTIFICATIONS

CAPELLA UNIVERSITY

Master of Arts Human Resource Management, 2011

Graduate Certificate in Human Resources, 2009

UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE

Bachelors of Science ~ Psychology, 2006

ANNE ARUNDEL COMMUNITY COLLEGE

Associate of Arts ~ General Studies, 2002