

Piotr Pudelko

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PROFILE

- Range of experience in public and private sector (United Kingdom and continental Europe);
- Procurement for central & local government; Competitive Dialogue; OJEU public tendering; Business Transformation programmes; Gateway Review processes; project management; PRINCE2 environment; NEC3 contract modelling; commissioning / procurement of social care services; contract management;
- Procurement management at multinational non-resale companies; strategic procurement management; supply chain management; stakeholder management; stock and production planning; category management; change management; logistics and customs clearance procedures;
- Design and problem solving, analytical skills; strong negotiation and communication skills; influencing and excellent organisational skills; staff management skills; highly ICT literate (ERP/MRP/II systems and SAP applications; MS Windows / UNIX™ / Linux / BSD / Solaris);
- Degree educated and CIPS qualified; able to work on own initiative and as team leader, meticulous, highly flexible and adaptable; pro-active and forward thinking

MAJOR ACHIEVEMENTS

- Re-design and implementation of Service and Service (including the supply of goods) delivery model conditions of contract; re-design and implementation of supply of goods model conditions of contract ([Highways Agency](#));
- Re-design and implementation of [Bexley First](#) programme management for procurement projects with interdependencies for other programme projects; correlation with programme risk register ([London Borough of Bexley Council](#));
- Re-drafting and implementation of standard contractual terms and conditions for social care contracts ([East Sussex County Council](#));
- Re-design, development and implementation of automated order placement system for stationery and cleaning supplies; category management ([HMPS Stanford Hill - Sheppey Cluster](#));
- Implementation of ISO 9002 quality system as leader and representative of purchasing function ([Hawker FA SA](#) and [Lear Corporation Poland](#));

PROFESSIONAL HISTORY

- 05/2010- date** **Self-employed**, management consultancy, internet trading
- Management, procurement & supply chain consultancy; internet trading business
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- 09/2009-04/2010** **Procurement Consultant (Procurement Adviser & Specialist)** for [Highways Agency](#)
- Reviewing existing [Highways Agency](#) model contract terms & conditions; consolidating with current [Department for Transport](#) and [Office of Government Commerce](#) and [NEC3](#) models;
 - Developing hybrid model contract terms & conditions for the provision of goods, services and management of contract delivery;
 - Developing guidance to procurement compilers of tender documentation, preambles to pricing schedules & various tendering model documentation
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- 09/2008-08/2009** **Self-employed**, internet trading / management consultancy
- Internet trading business; management, procurement & supply chain consultancy
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- 04/2008-08/2008** **Procurement Consultant (Strategic Procurement Project Manager)** for [London Borough of Bexley Council](#)
- Providing comprehensive procurement service to managers; assisting in Competitive Dialogue processes; liaising with professional advisers and stakeholders to ensure effectiveness of procurement processes;
 - Project managing major procurement projects; developing and maintaining procurement plans and strategies; producing reports detailing progress against key milestones;
 - Preparing and maintaining 4Ps Gateway Review documentation
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- 01/2008-03/2008** **Procurement Consultant (Procurement Adviser & Specialist)** for [East Sussex County Council](#)
- Providing procurement expertise in procuring new or re-commissioned *social care services*, applying consistent interpretation of EU procurement law;
 - Assisting and leading in procurement activities, ensuring compliance with legislation and requirements; contributing strategies for efficiency of procurement activities, including contract design, writing and development, tender activity, contract negotiation, and letting contracts;
 - Assisting in implementation of services, supporting successful providers effectively in all contractual matters leading to service delivery as required to achieve targets

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- 07/2007-11/2007 Procurement & Cost Officer** at [AmicusHorizon Group Ltd](#) housing association
- Procuring contracts on behalf of subsidiaries, central teams and procurement consortia; advising on appropriate forms of contracts; renegotiating or reformulating of contracts;
 - Developing risk minimisation strategies and techniques to drive costs out of contracts; performing feasibility studies on projects; assisting in facilities category management; developing measures to analyse performance of contracts on agreed KPIs;
 - Setting up pricing structures for partnered and open book contracts for efficiency improvement and cost reduction; auditing contracts and advising on price adjustments;
 - Developing methodologies for assessing total life cost of projects; providing advice on comparative cost throughout the sector; benchmarking performance of projects & contracts
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- 07/2006-12/2006 Safety Quality & Environmental Officer** for [Avondale Environmental Services Ltd](#)
- Developing, reviewing and updating Health & Safety, Quality (ISO 9001:2000) and Environmental (ISO 14001) documentation; recommending changes and ensuring approval through Document and Data Control process;
 - Administering, maintaining and updating databases; collecting, collating, recording and analysing of statistical data, preparing reports for presentation; undertaking site visits as part of audit team
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- 10/2005-07/2006 Procurement Officer** for [HMPS Stanford Hill - Sheppey Cluster](#)
- Procuring goods and services from both external and internal suppliers for three budgetary units; category management; negotiating terms and conditions of supply; supplier management & stakeholder management;
 - Collaborating with Central Procurement Unit to ensure value for money for core items; collaborating with other procurement functions of the Sheppey Cluster to ensure value for money, efficient stock management, logistics management and cost reduction
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- 10/2004-09/2005 Administrative & Clerical Officer** at [Medway Maritime Hospital](#)
- Payroll & Pension department administration
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- 03/2000-09/2004 Self-employed**, translation and webmastering agency
- Translating, interpreting and webmastering services
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- 01/1999-08/2001 Procurement Manager** for [Hawker FA SA, EnerSys Group](#) (02/2001-08/2001, stored energy solutions supplier),
Procurement Specialist for [Lear Corporation Poland](#) (07/1999-08/2000, automotive interior supplier),
Procurement Specialist for [Finnveden Poland SA](#) (01/1999-06/1999, automotive parts supplier)
- Procuring indirect and direct production materials; category management, contract preparation & management, internal and external supply chain management; supplier & stakeholder management;
 - Maintaining effective transport management and supporting Logistics Manager; liaising with customs agencies; maintaining ISO 9002:1994 quality standard documentation

EDUCATION & PROFESSIONAL TRAINING

- 2007** *Project Management Workshop* at AmicusHorizon Group Ltd
2005-06 *The Chartered Institute of Purchasing and Supply Diploma* at London Metropolitan University (Centre of Excellence)
2001 *Proficiency in English Certificate* of University of Cambridge
1991-97 *Master of Arts in Polish Philology* at University of Silesia
1990 *Tutorium in Intensive English*, University of Illinois at Chicago
1988-90 *Construction of Machines*, Institute of Technology in Lodz; interrupted by UIC studies

LANGUAGES

- English:** Fluent in speech and writing
Polish: Native speaker
German: Good in speech, poor in writing
Russian: Good in speech, poor in writing
Italian: Poor in speech, poor in writing

ICT LITERACY

- OSs:** UNIX, OS/400, Linux, BSD, Solaris, Mac OS, MS DOS/Windows 3.11/95/98/2000/XP – advanced
DTP, office: LaTeX, Scribus, QuarkXPress, Aldus Pagemaker, MS Office, Star Office/Open Office– advanced
Graphics: Gimp, Adobe Photoshop CS/CS2, Paint Shop Pro – intermediate to advanced

LEISURE INTERESTS

Road, folding bike & MTB cycling, climbing, mountaineering, sea kayaking, foreign languages, jazz and classical music, trumpet playing, sound engineering, photography

REFERENCES & NOTICE

References available upon request. Notice period – typically 1-4 weeks.
