

Mary Rogers

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Award-winning procurement specialist with 18 years of experience in sales operations with a particular skill in building relationships, forecasting trends, and assuring cost effectiveness for multimillion dollar projects. Seeking a role in procurement.

SKILLS Analytics & Forecasting | Adobe Acrobat | Procurement | Vendor Management | PeopleSoft Financials & HR | Google Suite | MS Office

EXPERIENCE

Small Business Liaison, *Procurement & Prop. Management Division - Brookhaven National Laboratory* January 2020 - Present

- Oversees the allocation of over \$140M budget annually to small businesses seeking contract opportunities with BNL
- Manages multiple books of business & builds relationships with high profile stakeholders investing in BNL business
- Developed products to measure & track project success, registration of vendor applicants, & portfolio of key partners
- Increased spend by 27% for small business subcontracting opportunities (\$88.3M FY20 to 112M FY22)

Buyer I, *Procurement & Prop. Management Division - Brookhaven National Laboratory* January 2019 - January 2020

- Responsible for the intake and completion of purchase orders across multiple departments with various commodities and services
- Specialized in vendor relationships with organizations categorized as small businesses
- Owned management and mitigation of rescheduling, shortages, or delayed deliveries for BNL

Associate Business Specialist, Business Operations - *Brookhaven National Laboratory* February 2014 - January 2019

- Initiated and tracked procurement relationships from requisition generation to contract closeout
- Corresponded with various departments and national laboratories at various organizational levels
- Assisted with departmental goals for various projects by performing account management tasks for financials

Admin. Services Assistant, Business Operations / Facilities & Operations - *Brookhaven National Laboratory* March 2013 - February 2014

- Generated web requisitions, orders, and invoices related to Business Planning
- Assisted with the extraction and compilation of data to set up presentation materials for agency audits
- Ran queries & compiled reports as part of general office and clerical support
- Developed operations manuals accordingly through evaluating and documenting business processes

Clerical Assistant, *Brookhaven National Laboratory* February 2013-March 2013

- Supported the Diversity Office with clerical support, not limited to scheduling meetings & completing authorizations
- Performed research and delivered reports based on findings including updating the Affirmative Action Plan statistical reports
- Prepared the final edition of the annual Diversity Strategic Plan

Customer Service Supervisor, *American Forensics Toxicology Service* January 2012- November 2012

- Trained and guided staff on procedures and providing services to clientele
- Utilized sales experience to revitalize Nassau County and New York Metro areas, resulting in marked new business and sales
- Created procedural manuals for customer service, billing, and sales departments

Awards & Accomplishments

2022

Long Island Business News Top 50 Women in Business Awardee
Small Business Subcontractor of the Year
Fiscal Year-End Contract to Small Business Achievement

2020

BNL Pinnacle Award for Diversity, Equity & Inclusion
Organized Virtual Small Business Fair for BNL

2018

BNL Spotlight Award: ERG Leadership as African American Advancement Group President
ERG Leadership - AAAG President

2016

BNL Spotlight Award: A-123 Assignment
A-123 Assignment

2014

BNL Spotlight Award: Lab-wide Windows Software Upgrade
Lab-wide Windows Software Upgrade

Education

2022 Columbia Southern University - Business Administration, 2025

1985-1987 Elizabeth Seton College - Major Fine Arts, Minor Liberal Arts