JAMES POPIOLEK

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WORK EXPERIENCE

Bell Textron Inc. **Fort Worth, TX**
Contracts Associate- Core Programs July 2020- Present
- In first 18 months of negotiation, sourced 3-5 year agreements across four complex categories covering $8 million dollars of aggregate spend while driving cost savings of over $2 million dollars (approximately 27% percent).
- Envisioned and created database-driven prototype, enabling department colleagues to manage Proprietary Information Exchange Agreements (PIEAs) more effectively. After validating proof-of-concept, prototype was scaled across organizational-wide SharePoint site.
- Automated the workflow of a Supply Chain/Engineering group process resulting in greater data integrity, higher quality process output, and time savings of 2-4 days per contract. After soliciting and receiving approvals from a senior leadership, trained over 100 Supply Chain colleagues on the improved process.
- Mentored and trained two colleagues new to the team by educating and documenting complex government procurement processes. Also provided guidance to the new hires on nuanced areas of the job such as financial analysis and contractual terms negotiations.

Vizient, Inc. **Dallas, TX**
Student Consultant August 2019- December 2019
- Lead a team in TCU's Capstone Information Systems course to participate in Vizient's student consulting opportunity. The team worked on analyzing and improving the onboarding process of the App Dev team.
- Documented current state of on-boarding process and recommended improvements pertaining to a personalized checklist, more opportunities to build relationships, improved feedback mechanisms, and insight into job impact.
- Wrote and presented a sophisticated proposal to App Dev leadership at the end of the course.

TECHNICAL SKILLS

Familiar With: Relational Databases with Microsoft SQL Server 2016 | MS Access 2016 | MS Visio 2016 | Visual Studio 2017 | Python | R |
Proficient In: | SharePoint | SAP ERP 6.0 | MS Teams | MS Office Suite |
MS PowerPoint and Excel Certified

EDUCATION

Pennsylvania State University, World Campus (Online)
Smeal College of Business
Graduate Certificate in Data Analytics, August 2021
Cumulative GPA: 4.0

Texas Christian University, Fort Worth, TX
Neeley School of Business
Bachelor of Business Administration, May 2020
Dual Major: Supply and Value Chain Management | Business Information Systems
Cumulative GPA: 3.83 (Dean's List)

Universidad Carlos III, Madrid, Spain
UC3M International School, Spring 2019
Term GPA: 4.0

VOLUNTEERING

Bell Vertical Robotics Competition – *Mentored a local high school participating in Bell's annual drone flight competition*
Chords 4 Kids – *Guitarist and singer in TCU organization that provided concerts to children at Ronald McDonald House*