**CURRICULUM VITAE (CV)**

Karen Louise Woodburn

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Date of Birth 27th November 1975

**Key strengths and Skills**

*I am highly motivated, enthusiastic professional with proven experience in Commercial, Procurement, Business development and Project Support who possesses the relevant skills and knowledge to adapt in continually changing environments.*

 *I am able to work successfully as part of a team or autonomously and able to manage heavy workloads with a varied portfolio with proven track record of producing high volume, high quality work to prescribed deadlines.*

*I am a flexible, confident, committed, hands on, self starter with excellent troubleshooting, interpersonal and communication skills.*

**Career History**

**National Nuclear Laboratory (NNL) (August 2017 – April 2018 – currently under notice period)**

***Senior Commercial Officer***

The main responsibilities of this role were to provide support to the Commercial managers in the following areas:

* Reviewing and negotiating terms and conditions which included liaising with the company legal team, working with the customer and collating negotiation positions for evaluation at bid reviews.
* Drafting and presenting commercial aspects of bid documentation
* Producing a monthly report for senior managers and the Sellafield customer, reviewing the content at a monthly meeting and acting on any resulting actions which included organising and facilitating learning from experience sessions
* Management of Sellafield contract changes and claims, including attendance at internal and customer meetings
* Responsibility for smaller value contracts and support to bid submissions including contract extension.

Whilst working at NNL I attended and passed external courses with APMP in Proposal Management, Department for International Trade in Basic Export Control and Licenses.

**BAE Systems Operations (March 2007 – January 2017)**

***Senior Commercial Officer – Military Air and Information***

The key aspect to this role was in supporting business delivery teams and client engagement activities to ensure commercial, financial and legal viability of business opportunities with primary focus on bid winning activity on various Military Air Platforms for the Defence Information, Training and Services business unit. Principle accountabilities in this role were:

* Working with an integrated Project team to lead and present bid requests for approval to a senior management team, preparing varied customer proposals for a varied client base, negotiating rate card agreements, managing won contracts to contract acceptance and at various stages of their life cycle including contract closure activities.
* Working with various project teams, leading and supporting all commercial aspects that inputted directly into a bid, ensuring commercial viability and adherence to commercial process and procedure were followed and accounted for with evidence of investigation in preparing a credible bid and negating exposure or risk to the company. This included but was not limited to, preparing terms and conditions, assumptions, exclusions, dependencies and risk, payment plans and ensuring reviews were held to assess their plausibility on a regular basis prior to requesting bid approval.
* Being the customer interface on commercial activities for internal trading work packages, for projects led by various Military Air platforms, Maritime, Qatar. Saudi Arabia and other.
* Leading or supporting various customer project reviews, supporting bid status reviews, supporting finance status reviews and providing management reports from a commercial perspective on a wide range of projects.
* Maintenance and reconciliation of the business unit order book including ensuring contract viability, leading contract acceptance activity, loading orders onto SAP and providing monthly and quarterly reports on order book status.
* Working with other business units to integrate and align the commercial aspects of merging business units, which included sharing of best practice to support changing business models and improving process and efficiency on less complex bid.
* Working as part of a team to integrate systems, customers and order books to enable a consolidated order book and an aligned way of working.

***Senior Commercial and Procurement Officer – Shared Services***

Providing overall procurement and commercial support to projects at the bid wining stages of their life cycle by working closely with capture and project managers to deliver requests for bid approvals. In addition to many of the responsibilities similar to the above role, additional procurement activities also included:

* Obtaining supplier quotations for sub contract labour with specific responsibility for a strategic partnering agreement with Accenture, but also working with CSC and IFS Defence to purchase resource, hardware and software for insertion contracts and business winning activities.
* Raising SAP purchase orders, invoice management through ePayables and debt management activities including weekly calls with suppliers
* Being the business unit representative on the Global People in Procurement team in 2010/2011, with responsibility for compiling and implementing a communications plan and working with other team members to share best practices.
* Assisted in organising and attending the global procurement leadership conference in Washington DC
* Lead procurement recognition on a global scale for BAE Systems Procurement by implementing an award schemes to recognise individuals in the function.
* Representing Shared Services as the lead in Commercial Achievement Awards, rolling out the global scheme to the function and attending the awards ceremony.

***Personal Development and Recognition***

Throughout my time at the company I have received seven above and beyond rewards for Team Working, Sharing Best Practice and implementing new ways of working.

Commercial Developing You Practitioner courses completed (2 – 3 day residential for each)which were:

Agreements/ Commercial Governance/Formation of Contracts/Business Winning/Bottom up Estimating/Financial Management of Contracts/Contracting for availability/Contract Management

 Other completed courses have included:

Effective Business Writing/ITAR enhanced and DEAL, Export Control and Advance Export Control and other various relevant online and webinar training

**AKZO Nobel Decorative Coatings (October 1997 – January 2007)**

***Marketing Assistant, Export UK***

Reporting directly into the UK Export Manager, with a large degree of autonomy, key areas or responsibility included:

* Promoting UK brands i.e. Crown Paint, into the Export market Place by liaising with customers on an international basis including attending a Trade Show in Malta, a conference in Tunisia, meetings in Brussels and enjoying visits from customers from UAE, Cyprus and other European countries.
* Supporting customer sales with point of sale material, responsibility for marketing budget, ordering of promotional material from suppliers and providing information and support for any country specific marketing campaigns.
* Chamber of Commerce course completed on Export Documentation

***Product Cost Controller***

Responsibility for production costing of all Stock Keeping Units (SKU) within the company portfolio, this included:

* Monitoring and exploring production and manufacturing variances through analysis of manufacturing flows and process and taking relevant action with accruals and journals
* Creating and analysing slow moving stock reports and executing relevant financial write off
* Liaising closely with marketing, purchasing and technical functions, to create cost estimations for new product lines and new product development projects
* Supporting the compilation of tenders for own brand products for large UK DIY multiples

***Pricing Administrator***

Working as part of a small team but with prime responsibility for:

* Pricing products within the Woodcare division including brands such as Sadolin
* Maintaining the customer and product portfolio pricing system for price increases, promotions and introduction of new customers
* Being the main point of contact for the Woodcare sales force and customer base in dealing with pricing promotions and queries

**Education and Qualifications**

***BA(Hons) Business Administration (Awarded from University of Huddersfield June 1997)***

Business to Business Marketing/ International Marketing/Corporate Strategy/ Managerial Operations/ Managerial Decision Making/ Employee Relations/ Human Resource Analysis/ Eternal Environment

Summer Holidays 1994,95,96 – Camp America, Massachusetts, USA

***‘A’ Levels (St Mary’s College, Blackburn, August 1994)***

Business Studies/ Sociology/ English Literature

***GCSE’S (St Bedes RC High School, Blackburn, August 1991)***

Maths/Statistics/English/English literature/Business Studies/Science(Dual)/Art textiles/French/Geography

**Personal**

*Car Owner: Full Clean Licence*

*Interests:*

I enjoy going to the theatre to watch musicals, going to concerts and listening to music. I enjoy watching and reading crime fiction.

 I enjoy going for walks, swimming and watching most sports. I regularly enjoy visiting Scotland to see family.

I regularly enjoy sightseeing in cities, In the last few years, I visited Rome, Florence and Paris to enjoy seeing some of the artwork I learned of whilst undertaking on *an Oxford university 10 week online course on “Art in the Italian Renaissance”.*

 Learning that much of the artwork was inspired by Greek Mythology I further pursued an *Oxford University 10 week online course on “Greek Mythology”*, both of which I have continued to read and learn about.