LAWRENCE COX

PROCUREMENT & OPERATIONS / INTERIM · CONTRACT · PROFESSIONAL ENGAGEMENTS

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PROFESSIONAL PROFILE

Procurement and operations professional with experience in educational programs, IT purchasing, electronics manufacturing, materials planning, and logistics. Combines purchasing and vendor coordination with operational leadership, ERP/MRP systems, spreadsheet analysis, and workflow improvement.

CORE CAPABILITIES

Purchasing & sourcing · Vendor coordination · RFQs & purchase orders · IT contracts & renewals · BOM analysis · Inventory & materials planning · Logistics · Cross-functional coordination · Process documentation · Spreadsheet automation

SELECTED EXPERIENCE

Director of Administrative Services — Arts for Learning Maryland | 2022–2026

- Coordinated facilities, purchasing, inventory, and logistics supporting educational programs across Maryland.
- Worked with Finance, HR, and Program teams to align resources and address operational needs.
- Developed and maintained purchasing, inventory, and service-request workflows.

Founder & Managing Partner — ELLEXCIO | 2018–Present

- Established and operated logistics and operational support services for business and nonprofit clients.
- Coordinated scheduling, dispatch, delivery, and service execution; documented repeatable processes.

Material Quote Specialist — Zentech Manufacturing | 2019–2021 · Contract

- Prepared electronic assembly quotations using component sourcing, bill-of-materials analysis, and pricing research.
- Used spreadsheet automation to improve quotation workflows.

Senior Buyer — IT Procurement, Laureate Education | 2015–2017

- Coordinated IT purchasing, contractual engagements, capital projects, and maintenance renewals.
- Monitored vendor deliverables, purchase orders, service requests, and procurement process improvements.

Senior Buyer & Planner — Smiths Detection | 2012–2014

- Managed materials purchasing and planning within export-control and DFARS requirements.
- Used forecasting and inventory planning to address material constraints across operational teams.

TECHNOLOGY & EDUCATION

Microsoft Excel, Word, PowerPoint, Outlook, Access, SharePoint; SAP, Oracle, ERP/MRP systems.

Business administration coursework — Essex Community College and Kansas State University.