

## PETER G. WHITE

5200 Connecticut Ave. Apt. # 301  
Washington, D.C. 20008  
( 202) 244-25588 ? E-mail: pw23@yahoo.com

### SUMMARY

Eleven years experience as a purchasing manager. Demonstrate initiative and ability to manage organizations of increasing complexity. Enjoy learning new information and enhancing skills. Excellent people skills and analytical abilities.

### PROFESSIONAL EXPERIENCE

2/95 to Present

**Director of Purchasing, *Capital Hilton*, Washington, D.C.**

- Purchase \$750,000 in food and beverages for the Capital Hilton which makes 33 million in sales per year. Manage staff, provide vendor selection and purchasing approval.
- Cost cutting methods save company 25 % a year. Tighten inventory control and reduce expenses by 30%.
- Establish comprehensive package receiving system.
- Plan and coordinate department oversight involving 2.5 million in total purchases. Research and analyze requisitions, contact vendors, review and approve sources, and award bids for banquet events and inventory.

12/93 to 2/95

**Purchase Agent of Washington Properties, *Washington Hilton & Towers, Capital Hilton, and McLean Hilton*, Washington metropolitan area**

- Central purchasing officer for Corporation Hiltons, D.C. area, which represents an inventory of 2,100 guest rooms. Established the following two programs: a \$100,000 Office Supply program and a \$350,000 Maintenance Repair and Operating Supply program. Effectuated quality control.
- Administered corporate programs, obtained competitive pricing, placed orders, oversaw receiving log and historic records, and supervised staff and operations of the general storeroom.

12/89 to 12/93

**Director of Purchasing, *Hilton at Short Hills*, Short Hills, New Jersey**

- Took charge of the following responsibilities at the Hilton's only AAA Five Diamond Hotel: forecast, purchased, and scheduled deliveries of spirits, wines, china, general merchandise, office supplies, uniforms, amenities, furnishing, maintenance and operational supplies.
- Directed the daily operation of the Food, Beverage, and General Storerooms, and the monthly and quarterly inventories.

10/87 to 12/89

**District Manager, *Moore Options, Inc.* Dallas, Texas**

- Managed two Cinnabon stores which are part of the multimillion dollar Moore Options chain. Supervised planning, training, quality assurance, accounting and customer relations, and purchasing and inventory stocking programs. Prepared operations and financial reports. Implemented advertising and promotional campaigns.

2/83 to 10/87

**General Manager, *Bun Bakers Inc.*, Irving, Texas**

- Managed cooperative bakery commissary that served 29 Schlotzsky's restaurants throughout the Dallas-Ft. Worth area. Responsible for accounting, personnel relations and inventory control with heavy emphasis on purchasing.

8/79 to 2/83

**Area Supervisor, *R.M. Wilkin Inc.*, Dallas, Texas**

- Managed five Schlotzsky's restaurants. Recruited, trained unit managers, and implemented company policy and procedures. Reviewed labor/food cost percentages.

### EDUCATION

*Del Mar College*, May 1976; restaurant management.

### MEMBERSHIP

Member of the National Association of Purchasing Management, Washington, D.C.

