

**Kimberly Miller, CPSCM**  
**Executive Assistant**  
kim@isotherapeutics.com

**Education**

- 1997 CPSCM, University of Houston Clear Lake School of Business and Public Administration, Clear Lake, TX. Certified Purchasing and Supply Chain Manager
- 1995 AAA, Brazosport College, Lake Jackson, TX. Honor Graduate, Phi Beta Kappa Honor Society

**Experience**

**IsoTherapeutics Group, LLC**

- 2011 Executive Assistant  
Executive and Administrative support to all employees of IsoTherapeutics Group, LLC. Maintain Accounts Payable and Receivable, Purchasing, Receiving, Payroll, Documentation and all other necessary functions of Office Management

**TDECU, Lake Jackson, TX**

- 2010 – 2011 Director of Purchasing and Inventory  
Responsible for the Purchasing, Inventory, Receiving, Logistics, Janitorial, Invoice Processing and Mail Room Operation Teams of multiple facilities with TDECU
- 2007 – 2010 Director of Facilities and Purchasing  
Responsible for the Purchasing, Inventory, Receiving, Logistics, Janitorial, Invoice Processing and Mail Room Operation Teams of multiple facilities with TDECU  
Project Manager of all new branches and offices built for TDECU  
Growth from 6 Facilities to 21 in less than 5 years
- 2006-2007 Lead Buyer  
Responsible for all aspects of creating a centralized purchasing and inventory system

**Rhodia / Rhone Poulenc Inc., Freeport, TX**

- 1997-2006 Corporate Buyer  
Supervision of Purchasing, Stores, Inventory, and Receiving Departments  
Raw materials forecast and buys, MMO forecast and buys, Contract management, Quality Standards team for ISO-9000 and SOP processes

- 1996-1997            Training Coordinator  
Extensive travel to train and maintain implementation of JD Edwards Procurement, Maintenance and Work Order system. On-site start up assistance and Inventory catalog organization set-up
- 1984-1996            Storekeeper and DOT Coordinator  
Inventory control of \$1.3m MRO inventory. Transition to computerized inventory and purchasing system. DOT and IATA Hazardous Materials Shipping responsibilities. Supplier Alliance Implementation Team Member.
- 1984 –1984           Receptionist, Personnel, Safety and Environment Administrative Support Assistant  
Receptionist, PBX Operator, Regulatory Paperwork for Personnel, Safety and Environmental Reporting. Events Coordinator.

**Professional Organizations**

National Association of Purchasing Management (NAPM) 1997-2006  
Certified Purchasing and Supply Chain Manager (CPSCM) current  
Texas State Notary – National Notary Association

**Community Activities**

Willow Baptist Wedding Coordinator 1997 - present  
Cradle of Texas Emmaus Community 2001 - present  
Buc Band Board Member 1999-2001