

# MIRIAM KASPEROWICZ

## **BIO:**

Miriam has been purchasing for over 15 years on both the development side and procurement companies. She has experience in Capital Projects to major renovations and is very knowledgeable within the hospitality industry.

Experienced in high-stakes development projects with non-negotiable deadlines, she has successfully managed simultaneous design and procurement ventures that have become signature industry flagships.

## **NOTABLE PROJECTS INCLUDE**

LIDO HOUSE HOTEL  
RESIDENCE INN, SAN CARLOS  
RESIDENCE INN, PASADENA  
SPRINGHILL SUITES, BURBANK  
RESIDENCE INN, SAN JUAN CAPISTRANO  
RENAISSANCE CLUB SPORT, ALISO VIEJO

AC WAILEA  
COURTYARD, MAUI  
RESIDENCE INN GOLETA  
COURTYARD, GOLETA  
FAIRFIELD, TUSTIN  
MARRIOTT HOTEL AT THE SPECTRUM

## **PROFILE:**

Professional design and procurement experience spanning over 15 years with nationally recognized developers.

THE NESS GROUP | PROCUREMENT MANAGER  
JAN 2024 – JAN 2025

- Responsible for supporting multiple FF&E hospitality projects and tracking product movement through the life of a project
- Assists in budget creation, RFQ process and bid analysis preparation. Responsible for managing submittals and create, track, and maintain purchase orders to ensure accuracy
- Publishes timely reports to the client for each facet of the project: Bid Comparisons, Cost Estimates, Purchase Orders, Expediting and Project Accounting

PACIFICA HOTELS | PROCUREMENT MANAGER  
AUG 2021 – JAN 2024

- Monitor inventory levels and place purchase orders as needed.
- Develop and maintain relationships with key suppliers.
- Attention to detail and strong organizing skills.
- Publishes timely reports to the client for each facet of the project: Bid Comparisons, Cost Estimates, Purchase Orders, Expediting and Project Accounting

R.D. OLSON DEVELOPMENT | INTERIORS PROCUREMENT MANAGER  
MAY 2007 - MAR 2020

- Initiated and coordinated communication between designer, general contractor, FF&E installation, and hotel management.
- Performed final walk-throughs and punch list with General Manager.
- Determined if inventory quantities are sufficient for needs, re-ordering materials when necessary.
- Interactive with Vendors, for pricing, quotes, quality.
- Track the status of purchase orders.
- Monitor construction progress and oversee FF&E installation.

R.D. OLSON DEVELOPMENT | PROJECT COORDINATOR

- Prepared, maintain, and review. Purchasing files, reports, and price lists.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Calculate costs of orders, and forward invoices to appropriate accounts.

- Provide administrative support to Senior Management

#### CRDS | DESIGN PURCHASING COORDINATOR

- Placed Purchase Orders and notified clients of shipping dates, back orders, discontinued products via email or phone.
- Interacted with Vendors for pricing, quotes, and lead times.
- Created Budgets, Spec Sheets, & Spec Books
- Regularly interact with clientele to serve their needs.

#### FEB 2006 -APR 2007

- Placed Purchase Orders and notified clients of shipping dates, back orders, discontinued products via email or phone.
- Interacted with Vendors for pricing, quotes, and lead times.
- Created Budgets, Spec Sheets, & Spec Books
- Regularly interact with clientele to serve their needs.

#### AYRES HOTEL GROUP | PURCHASING

MAY 2002 -FEB 2006

- Interacted with Vendors for pricing, quotes and leadtime.
- Inventory Control Accuracy of 100% on a monthly basis.
- Maintain databases of vendors for follow up.
- Developed and enhanced existing reporting systems.
- Performed final walk throughs.

#### PANAZ | PURCHASING CUSTOMER SERVICE

MAR 2000 -DEC 2001

- Responsible for shipping the correct fabric to vendors.
- Kept an organized library, fabric ordering, and shipping samples to designers and clients.

#### KOJO | CUSTOMER SERVICE

JAN 1999 -FEB 2000

- Responsible for shipping the correct fabric samples to designers and clients.
- Kept an organized library.
- Responsible for receiving and labeling fabrics for projects.