

Jennie Davis

Sr. Purchasing Specialist II

Houston, TX
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To obtain a position with an innovative company that will allow me to be part of the team.

WORK EXPERIENCE

Procurement Team Lead

CH2MHILL - Houston, TX - October 2013 to November 2014

Responsibilities

As Team Lead I was in charge of all aspects of procurement and assignments. My team was assigned to the MRO contract for all Houston Shell locations. We purchased materials and services.

Accomplishments

Established Standard Operating Procedures and daily routines for the team.

Skills Used

CMAS, Oracle, SharePoint and other software.

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Swift WWR - Houston, TX - May 2010 to May 2013

Fleet Manager

- * MRO/PPE
- * Contract Administration
- * Pro-card Management
- * Heavy Equipment, Vessels
- * Leases/Rentals
- * SAP, Ariba, Sharepoint, Word, Excel, Outlook
- * Database Management

Procurement Specialist

KBR - Houston, TX - October 2007 to February 2010

LOGCAP III (DOD Fed Project for Iraq/Afghanistan)

- * Heavy Equipment, Fire Trucks, MRO/PPE, R&R, Incinerators, Parts
- * SAP, Filenet, Word, Excel, Outlook
- * Database Management

Purchasing/Office Services Manager

The Menninger Clinic - Houston, TX - March 2003 to July 2007

Managed the following areas; Office Services, Shipping/Receiving, Accounts Payable, Central Stores, Inventory

- * Budget Management for all departments
- * Pro-Card Administration for Clinic
- * Contracts, Purchasing, Leases, Rentals, Lab, Pharmacy & Food Services
- * Contract Administration

- * Vendor Approval/Management
- * Policies/Procedures

Purchasing Agent/Assistant Facility Manager

Large Scale Biology - Vacaville, CA - January 1999 to July 2002

Budget Management

- * Purchasing, Leases, Rentals, Contracts
- * Fleet Management
- * Pro-Card Administration
- * Great Plains, Word, Excel

Administrative Technician IV - Purchasing Agent

Texas Natural Resource Conservation Commission - Houston, TX - May 1991 to October 1998

Fleet Manager

- * MRO/PPE
- * Contract Administration
- * Pro-card Management
- * Leases/Rentals
- * Database Management
- * Purchasing for District and Main Office (Austin, TX)
- * WordPerfect, Paradox, Dbase III Plus, E-Mail

EDUCATION

Business Cert in Business Administration

Lee College - Baytown, TX

1991 to 1992