

Angelo Leyva

Dedicated Materials and Logistics Specialist,

Houston, TX
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WORK EXPERIENCE

Material Coordinator

Donatech Corp/Rockwell Automation - Houston, TX - February 2015 to Present

Responsibilities

Material Coordinator (3 month Contract)

- = Process electrical components purchase orders and expedite deliveries
- = Assist the engineering department in build outs of electrical control panels and enclosures.
- = Research Rockwell parts and 3rd party vendor material to create part numbers in SAP suitable for procurement.
- = Interfaced with project management, engineers, hardware design, purchasing and assembly personnel in support of project efforts and production schedules.
- = Create Material Master, Build of Materials, and change master in SAP.
- = Interpret Electrical Engineering drawings and specifications.
- = Review invoices for price and/or quantity discrepancies and follow company guidelines to resolve.

Material Coordinator/Contractor

Kelly Services/Dow Chemical - Deer Park, TX - June 2013 to May 2014

Responsibilities

- = Focal point for acquisitions, scheduling and distributing of, materials, supplies and contractors for maintenance jobs and turn-around in a Petrochemical Plant environment.
- = Receive material requests from maintenance and operations and process to purchase orders
- = Source material and vendors according to Procurement guidelines
- = Coordinate the repair and or the return of materials, tools and equipment through SAP and vendors.
- = Review all open purchase orders to make sure materials are received according to scheduled work dates.
- = Use class/codes to obtain contract pricing.
- = Participate in Global Maintenance Work Process.
- = Correspond with vendors on all receiving and invoicing issu

Accomplishments

I was able to procure materials to accomodate maintenance and turnaround work schedules.I brought down expediting freight cost 100% using specified service levels and conveying to Planners,Schedulers and engineers time frames when material is needed.

Expeditor Contractor

PPI Technology Services - Houston, TX - July 2012 to March 2013

- = EPC Material Controller of overall material received in for Strike LLC. Contractor for fabrication for build outs for new Shell Gas Plant-Pilioncillo Ranch and Pipeline projects.
- = Interfaced with Suppliers, Engineers, Buyers and Managers to insure on time deliveries; close out purchase orders of materials-valves, flanges, fittings, and bare and FBE pipe. documentation of MTRS, Certificates and Databooks .

- = Expedite orders to ensure timely deliveries of components, fabricated spools and materials to meet project schedules.
- = Responsible for coordinating scope of work and hours of employees to meet project deadlines.
- = Archived all electronic and hard copies of BOM's, packing slips, receivers, documentation and files associated with materials and equipment in compliance to Shell's Quality Control Group.

Project Procurement Specialist

Kelly Services/ BP TCC - Texas City, TX - December 2011 to June 2012

- = Create and submit service, and material/labor requisitions in SAP SRM from \$500 to \$4 million dollars for BP Project Engineers and Taylor and Hill engineering on Capital and TAR projects in a Chemical plant environment. Ensure terms and conditions are adhered to on requisitions from vendors.
- = Track and follow up on shipments for TAR and Capital projects.
- = Prepare packets of vendor committed Job notes, P&ID's drawings and other documentation for project meetings.
- = Maintained electronic and hard copy files of CVP process documents, updated drawing and equipment information from closed projects in project files.

Storeroom Coordinator

CCC GROUP INC - La Porte, TX - June 2007 to May 2011

-RHODIA INC.

- Load and unload Check in stock and receive in parts using forklift pertaining to rebuilding pumps, motors, valves, turbines, and pipes in a chemical plant environment at Rhodia Inc. Houston and Baytown.
- Maintain daily receiving and MRP reports in SAP materials management modules to replenish min and max inventory levels.
- Check in stock and receive in parts pertaining to rebuilding pumps, motors, valves, and pipes.
- Ship out parts and tools to be repaired using UPS, FedEx, and Hotshot delivery services.
- Catalog new part numbers in SAP and in warehouse locations.
- Assist Planner/Scheduler, Engineers, and Maintenance Supervisors with getting quotes and ordering and expediting of parts according to Build of Materials. Order free issue parts, nuts, bolts and assortment of pipe.
- Developed and maintained monthly cycle counting on 1.5Million Dollars active inventory for critical spare parts for each process unit.

Service Employee Int'l

Camp Arifjan - January 2005 to March 2007

KBR LOGCAP III) Kuwait

Warehouseman Operation Iraqi Freedom

- Responsible for the coordination of shipping and receiving of United States military frustrated cargo and containers for the area support group Camp Arifjan.
- Trained and supervised 25 contract labors on separating and issuing military equipment of all branches of the armed forces.
- Communicate with Army expeditors resolving shipping issues
- Maintain daily shipping reports, schedule between 30 to 50 trucks of cargo to customer in theatre for distribution, Responsible for TSTI Safety meeting and corrective action reports.

EDUCATION

AAS in Logistics

Lonestar College

2011

SKILLS

Inventory Management, Parts procurement: SAP materials management, Excel, UPS, Fedex, Hotshot and domestic & international shipping documentation.

CERTIFICATIONS

40 HAZWOPER

June 2011 to June 2013

HAZWOPER 40 is required for workers that perform activities that expose or potentially expose them to hazardous substances.

This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Topics include protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment and OSHA regulations. This course covers topics included in 29 CFR 1910.120

OSHA Confined Space Entry Certified

June 2011 to June 2013

This training is required for persons supervising confined space entry, employees entering and working within a confined space, and those persons tasked with assisting with the entry, but not actually entering themselves.

1. Identifies all confined spaces;
2. Identifies the hazards in the confined spaces; and
3. Controls the hazards during an entry by having a written Entry Plan, providing adequate training for the workers and creating a Permit System for the entries.

TWIC certified

June 2007 to June 2013

credential to individuals who require unescorted access to secure areas of facilities and vessels and all mariners holding Coast Guard- issued credentials or qualification documents. Controlling access to secure areas is critical to enhancing port security in petrochemical plants around waterways.

ADDITIONAL INFORMATION

Qualifications

17 years Expediting, Warehouse and Inventory Management experience

- Skilled in Word, Excel, Microsoft Outlook, JD EDWARDS, SAP and MRP reports
- Proficient in UPS, Fedex, Ltl, International and hotshot documentation
- Ability to manage multiple task in a pressure environment
- Dedicated and driven, strong customer service negotiation skills