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SUPPLY CHAIN PROFESSIONAL

Results oriented professional with a demonstrated track record of exceeding business objectives. Focus on continuous improvement with the goal of exceeding company expectations.

PROFESSIONAL EMPLOYMENT HISTORY

TRF Energy Solutions LLC. Dec 2014 – Present
Sourcing Specialist

- Reports to senior purchasing manager, manage orders as per production requirements.
- Established and maintained ongoing relationship with vendors to enhance buying process.
- Contact vendors obtaining quotations and bids, and process purchase orders to the awarded vendor.
- Negotiate pricing and delivery with the vendors
- Follow-up and follow through with assigned tasks until completed

APN Software Services, Inc. / GE Oil & Gas Mar 13 – Dec 14
Sourcing Contractor, OG-DS Drilling & Surface

- Maintain NCR's for the procurement group.
- Performs general and specific clerical functions for the purpose of supporting departmental activities
- Accept assignments and direction from Purchasing Manager, Supply Chain Manager, and Purchasing Buyers
- Resolved Accounting issues involving pricing and count discrepancy.

Appleone Employment Services / Chart Energy & Chemicals Jul 13 – Sep 13
Purchasing Assistant

- Maintains purchasing documents, files and records (e.g. Requests for Proposal, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Performs general and program specific clerical functions (e.g. answering the telephones, distributing purchase orders, scheduling copying, faxing, etc.) for the purpose of supporting departmental activities.
- Assisting a purchasing department includes data entry, maintaining and entering purchase orders, maintaining and compiling purchasing reports, and working with accounts payable regarding supplier and vendor invoices.

Weatherford Global Procurement Group Aug 10- Sep 12
Sourcing Specialist

- Reports to the senior manager, managed indirect categories. Main responsibilities were to deal with local Suppliers and client's communication for direct and indirect material. Major responsibilities involved maintaining relationships with existing suppliers and sourcing new suppliers for future products
- Negotiate pricing and terms in order to track cost savings and avoidance.
- Monitor supplier performance – KPI
- Communicate with end users on requirements to ensure order is processed correctly
- Supplier set up in ERP systems
- Set new suppliers on both SAP and JDE ASL

Cameron Drilling
Buyers Assistant

May 08 – June 10

- Manage open order reports daily.
- Partner with planners and buyers to confirm priority schedules and identify hot part needs
- Contact suppliers and secure immediate needs materials, schedule freight routing to ensure supply
- Setup, run and distribute weekly open order reports for assigned suppliers
- Maintain P.O. info to reflect due date updates from suppliers
- Partner with receiving department to resolve receiving discrepancies
- Maintain lead times in the SAP material master
- Follow-up and follow through with assigned tasks until completed and correct parts are in stock
- Assist in the routine resolution of all rejected NCR material issues on a daily basis.

ATP Personnel / Hewlett Packard
Procurement Assistant

Aug 05- Aug 07

- Performed functions for a world-wide organization servicing the computer industry.
- Assist in various reports and research for the ISS procurement organization: ICOST-CCS pricing/ quota, AVL-SRM (Super-user), open purchase orders, aging of material, inventory shortages, and min/max balances.
- Created non production and blanket purchase orders in SAP for all ISS Suppliers
- Updated component pricing for buyers and commodity management.
- Coordinated material in SAP to reflect availability dates with planning and scheduling.
- Maintain daily PD (Positioning Defect) report for all ISS group.

Randstad Staffing / Excel Logistics
Customer Service / Operations Assistant

Sep 04- Jul 05

- Created transfer orders to fulfill Hewlett Packard's order shipment schedule
- Maintained all material requests on all hot orders requested by the planners at Hewlett Packard
- Ensured all orders were received into the SAP database and put into their proper locations.
- Maintained excel spreadsheet for all orders received and closed out.

KTEC Electronics / Suntron Corporation, Sugar Land, TX
04

Jan 97 – May

Account Customer Service

- RMA - maintained paperwork on all returned material for rework.
 - Managed open order reports for assigned customers.
 - Maintained and released all sales orders and ensured shipping dates met customer requirements.
 - Submitted DMR reversals on all warranty products returned from customers.
- Strategic Account Customer Service
- Maintained and implemented all customer purchase orders.
 - Managed pricing databases and ensured corresponding pricing revisions were accurately maintained as required.
 - Maintained customer required shipping dates for all open orders.
- Documentation Technician
- Implemented all data received by the customer such as Engineering Change Notice.
 - Responsible for the documentation integrity of all electronic data utilized by production teams, enabling just-in-time changes to be made for each customer's product being built

ACCOMPLISHMENTS

- Improvement on on-time delivery performance for assigned suppliers. Accomplished by constant proactive pursuit of confirmation, and follow-up before items are in past due condition.
- Improved process in supplier setup with coordinated efforts internally and externally.
- Decreased turn-around time on non-conforming material. Average processing time down from 15 days to 5 by supporting the buyers with identification of non-conformance. Also worked with manufacturing engineering, QA, engineering, and suppliers to resolve problems faster.
- Monitored the weekly forecast updates to ensure the supply chain met the requirements of production, while minimizing the risk of shortages.
- Proficient with all Office Suite packages.
- Knowledge of various software programs (JDE, Excel, Word, Outlook, and SAP, Bilingual)

