

CYNDI MONCADA

| 832-920-3277 | CYNDI.MONCADA@GMAIL.COM

SKILLS

- Specializing in upstream and mid stream Supply Chain activities
- Dedicated hard working individual with skills to work at all levels.
- Exceptional abilities to work in a busy, fast pace environment to assure success.
- Outstanding motivator, I work well in teams and individual assignments.
- Successful in meeting new challenges and finding solutions to contribute to the department.
- Proficient in word, excel, access, power point.
- SAP/MFG Pro/Oracle
- Great interpersonal skills, Experience communicating with vendor and clients.
- 10 Key by touch
- Planning/Purchasing/Contract Negotiation/Strategic Sourcing/Expediting
- Proficient in Outlook and Lotus Notes

EXPERIENCE

SUPPLY CHAIN

PB Energy Storage Services August 2014 – Present

Procurement Specialist – Primary daily functions are to support the purchasing department by providing strategic sourcing activities, soliciting quotes, reviewing negotiated terms and conditions and issuing and following up on contracts and purchase orders for materials and services.

Denbury Resources (Onshore) –

Buyer/Supply Chain Specialist – December 2012 – Present

Commodity Manager - I&E (Instrumentation and Electrical) & Valves.

Summary of duties; Responsible for Denbury's AML (Approved Manufacturer's List) & ASL (Approved Supplier's List). I handle all sourcing and purchasing of all commodities for the West Region. (Texas, Louisiana), Negotiate purchase order Terms & Conditions and negotiate/create Alliance and or Pricing agreements.

Navistar/International Truck –

Materials Planner July 2012- December 2012 (Plant Closure)

Support, plan and coordinate new product introductions working closely with Engineering and Quality.

Maintain accurate on hand inventory per production requirements avoiding excessive stock using JIT.

Atlas Copco Drilling Solutions –

Buyer/Planner February 2011 – July 2012

Return to previous position with added commodities of hydraulics, fluids, coolers, cylinders and pumps. Currently replenishing and maintaining safety stock on all assigned parts, analyze sales data to adjust the proper safety stock, forecast levels, lot sizes etc for each SKU that I purchase, quickly respond to frequently changing demand, Solving purchase order discrepancies as well as resolving issues with rejected material that enters our distribution center, expedite urgent orders and maintain accurate lead times and promise dates from vendors, etc. I

also work closely with vendors on pricing and vendor delivery performance to provide the best customer service possible to the end user.

Honeywell/ADI –

Sr. Transportation Analyst October 2010 – February 2011

In this position I provided data support and analysis for the logistics operations for all ADI stores and Hubs in the United States. Created, maintained and refined company logistics metrics, developed key performance indicators, identify trends and outliers etc. used root cause analysis to identify and then measure effectiveness of improvement methodologies

Atlas Copco Drilling Solutions -

Buyer/Planner February 2006– October 2010

Aftermarket purchasing for the “fields” for construction equipment and Atlas Copco’s CTO and Drilling divisions. My position supported the following drilling rigs: Oil, water, exploration etc. My duties were as follows but not limited to: Replenishing and maintaining safety stock on assigned parts, analyze sales data to adjust the proper safety stock, forecast levels, lot sizes etc for each SKU that I purchase, quickly respond to frequently changing demand, Solving purchase order discrepancies as well as resolving issues with rejected material that enters our distribution center, expediting urgent orders and maintaining accurate lead times and promise dates from vendors, etc. I also work closely with the sourcing department on pricing, vendor delivery performance, lead time etc...

CTO (Construction & Power Tool Division). Brands: Atlas Copco, Dynapac, CP, Cat, Bosch, etc.

Planning Assistant January 2006

As a planning assistant in the aftermarket department my duties were as follows: assisting five buyer planners in any and all work in which they are needing assistance, create purchase orders for all of the physical distribution department, communicate with vendors on a regular basis, place and distribute reports on a daily basis, update hundreds of purchase order acknowledgements a week, file claims with freight companies, process all rejected material paperwork and gather tracking information on expected purchase orders.

EDUCATION/ LICENSES

Ashworth University – General Business – Currently Attending
Classes for CPIM/APCIS

Real Estate License – American School of Real Estate

Diploma - South Garland High School

RECOGNITIONS/AWARDS

Apartment Agents - Top Producer April, May & July 2005

Atlas Copco Employee of the month June 2006

Atlas Copco Employee of the year 2009
