

Dania Alonso

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Zarzuela St. S-F 18
Mansion del Sur
Toa Baja, PR 00949

Objective To apply my professional skills and knowledge for the success of my employer and co-workers.

Experience 2008 – March 2015 Horizon Lines, Inc. San Juan, PR
Financial (Operations) Administrative Supervisor

Responsible for all **Warehouse** transactions, parts and services **Purchases**, accounts payable, payroll processing, budget preparation and cost analysis, period closing accruals, **control and audit San Juan Inventory maintaining an optimum parts inventory within corporate guidelines and procedures:**

- Responsible for a Parts Inventory of 1.1 million dollars – Min-Max Parameters. Yearly inventory variance of less than 1%.
- Buyer responsibilities to provide parts and services for a fleet of 13 container handlers, 70+ trucks, 3200+ chassis and 3 work centers. Executed procurement and outsourcing plans, while working closely with work centers managers. Coordination with manufacturers, vendors, subcontractors to ensure promptly service and availability. – Oracle E-Business Suite R-12.
- Budget preparation and variance explanation for a budget of 12 million dollars.
- Responsible of the processing of vendors' invoices – Oracle E-Business Suite R12.
- Performing audits, adjustments, and modifications as business owner, ensuring complete and accurate information is reported to management.
- Direct supervision of 1-5 OPEIU and 1 Teamster, indirect supervision of 35-40 ILA union employees. Approving and correcting timecards utilizing Legiant Time Version 10.7.

2002 – 2008 Horizon Lines, Inc. San Juan, PR
Operations Administrator

Responsible for managing all administrative functions of the Marine and Yard departments to increase efficiency and accuracy, including:

- Weekly costs reporting and analysis preparation of a marine budget of 13.7 million dollars and a yard budget 3.9 million dollars.
- Buyer responsibilities and invoices processing for materials and port charges – Oracle E-Business Suite R12.
- Union employees attendance and indirect supervision.
- Ensure compliance by managers and supervisors of company codes and procedures.

1995 – 2002 Navieras NPR, Inc. San Juan, PR
Maintenance (Fleet) Manager

Responsible for keeping Navieras' fleet in optimum readiness and fully operational for round-the-clock cargo activities. In charge of the following duties:

- Responsible for the Administration, control and performance reporting of Maintenance, Facility and Crane departments.
- Budget preparation, administration and variance analysis.
- Inventory control in order to maintain optimum inventory levels.
- Buyer responsibilities to provide equipment, tools , parts, supplies and services for the Operation.
- Processing of invoices, payroll and other administrative functions.
- Direct supervision of 4 supervisors, 8 OPEIU union employees, 3 ILA union employees, 1 Teamster and indirect supervision of 40-45 ILA union employees.
- Ensure compliance by all staff of company codes and procedures.

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Continuation

1988 – 1995 Navieras NPR, Inc. San Juan, PR
Cost and Budget Manager

Responsible for managing and implementing the following tasks for Puerto Rico and Navieras' agents in the Caribbean - Dominican Republic, Trinidad and Tobago, Haiti and St. Thomas:

- Budget preparation, costs and variance analysis.
- Auditing of agents' cost reporting and invoices processing.
- All treasury functions for Puerto Rico and Caribbean agents, including: bank reconciliations, payment of commissions and transfer of money to/from Puerto Rico.
- Direct supervision of 9 OPEIU union employees.

1986 – 1988 Production Graphics Corp. Guaynabo, PR
Accounting Supervisor

Develops financial planning and reporting tools. Responsible for managing all accounting activities including:

- Full accounting cycle
- Analysis of Financial Statements and variance explanations
- Direct supervision of accounts payable, accounts receivable and payroll functions.

1983 – 1986 Monge & Associates San Juan, PR
Auditor I

Responsible for auditing small businesses in order to comply with GAAP and regulations, including:

- Setting the clients' full accounting cycle and monitoring.
- Parameters setting in accounts payable, credit and collections, and payroll.

Education 1979 – 1983 University of Puerto Rico San Juan, PR
Bachelor Degree in Business Administration
Major in Accounting

Skills English/Spanish, verbal and written communications skills.
Ability to effectively supervise managerial and union personnel.
Windows XP, Excel, Microsoft Word, Power Point, Microsoft Outlook 2010, Oracle E-Business Suite, Peachtree, GAAP knowledge, SOX Sarbanes Oxley Act knowledge, Internet literate.

Training OSHA Compliance seminar, CPR- First Aid Training, Carrier Initiative Training- US Custom, Port Security Training, TWIC active and FEMA.