

# Monica Chavez

## Purchasing Agent

### WORK EXPERIENCE

#### **Purchasing Agent**

Tropical Contracting - San Antonio, TX - July 2013 to September 2014

Supervisor: Patricia Winters, Phone: 210-558-9405

This position was filled under a contract and I worked only when needed.

My responsibilities while I was working as a contractor for the Federal Government was preparing service contracts and processing buys for supplies and services. It was my responsibility to make sure that our customers received the order and to provide great customer service.

The position was to fill a Task Orders, on an as needed basis. The Government Contract was to help the USDA Forest Service fulfill their end of the year buys and to help complete the Purchase Order buys.

#### **Purchasing Agent**

US Forest Service - Golden, CO - December 2005 to October 2012

Supervisor: Tom Fuller, Phone: 303-275-5274

I was responsible for various duties, such as creating Purchase Orders, Delivery or Task Orders, Contracts. Most of my Procurement actions I accomplish were defined by the dollar amount of the various program office requirements; I maintained a \$25,000 warrant for signing authority. My responsibility was to prepare a contract action that requires documentation, such as, the funding document, scope of work and the Independent Government Estimate. Upon receiving the requirements package, acquisition strategies are developed and socioeconomic goals and methods are considered. Competition and best value are sought and all procurement actions adhere strictly to the Federal Acquisition Regulation (FAR) and agency supplements.

One of my primary duties was to serve as a Regional Agency Program Coordinator for the Government Purchase Card Program. I was overseeing the Purchase Card Program, comprised of 500 cardholder. I worked primarily with 11 geographically separated Local Agency Program Coordinators assistants. I lead the Local Agency Program Coordinator's in solving problems such as fraud, transferring employees, mistakes and purchase card system glitches. I was in charged to accomplish audits on one hundred percent of all cardholder accounts.

The Acquisition group works with Integrated Acquisitions System (IAS); this contract writing system generates and obligates funding for the various contracts. Purchase orders and delivery/task orders. I regularly build orders through the IAS application system and have trained other Contract Specialists on how to use the system from the requirements phase through closeout administration. I'm responsible for meetings. I am the focal point in discussions and negotiations with vendors. I would process payments through the National Finance Center. I accomplish the majority of micro purchases when needed.

I ensure all actions are reported in Federal Procurement Data System-Next Generation when actions are completed. I access Federal Finance Information System (FFIS) on a daily basis to research payments, vendor information, requesting vendor updates, and verifying if vendors are active for electronic funds transfer (EFT); as one of only a few folks who can access FFIS, I also assist Contracting Officers and other personnel with

the aforementioned tasks. I ensure that the appropriate customer creates the receipt document required to enable processing for payment.

US Forest Service

### **Procurement Technician**

US Forest Service - Golden, CO - June 2004 to December 2005

06/01/2004 12/24/2005

Supervisor: Christine Dorsche, Phone: 303-275-5274

I processed payments on daily basis, typed correspondence letters, modification letters and option letters for Contracting Officers.

I also helped with Administrative new contract and talk to vendors regarding payment issues or renewal of their contracts.

I would process payments to the Albuquerque Service Center and National Finance Center and on some occasions I would help put solicitation on FedBizops to publicize to active vendors

Other duties were to help the Contracting Officers to input data into Federal Procurement Data System-Next Generation. This is a system that does market analysis. This is used for measuring data for the Federal acquisition policy and management improvement.

Foothills Family Practice

4260 S. Wadsworth Blvd., Littleton, CO 80123

Medical Receptionist

Supervisor's Name: Lois Jackson, Phone: 303-986-2274

I provide great customer service to all the patients and anyone that came into our office. On a daily basis I maintain all incoming calls, schedule appointments for patients. Take phone messages for the Doctors and the other Providers such as the Physicians Assistant's. I collect co-payments, and cash payments at time of service. I maintain medical records for Insurance Companies. Request for medical records to be copied and sent to other Dr.'s or Insurance Companies must have a written consent from the patient. Biweekly we rotate checking in patients for their appointment. I collect co payments at time of appointment; we also make sure that all their information is updated and correct for their chart.

### **EDUCATION**

#### **Finance**

National Finance Center Federal Finance System Federal Procurement Data System  
2007 to 2010

#### **Accounting**

Red Rocks Community College  
June 2008 to September 2008

#### **General Industry**

Red Rocks Community College  
August 1994 to January 1995

#### **Certificate**

Emily Griffith Opportunity School - Denver, CO