

Analís Valentín

Spare Parts Coordinator - Frito Lay

Garrochales, PR
alicea.analis@yahoo.com - (787) 308-3450

Materials Management, Purchasing, Planning, Procurement, inventory, cost control and related areas.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Buyer/Planner

Thermo King - Arecibo, PR - March 2014 to 2015

Purchasing & Planning Material to keep production running, include Row Material, MRO & OEM, Chemical (HAZMAT) & Lumber Commodity, Validate MSDS, DOT Information & Records, Expedite Order, Past Due Order Follow up, Manual Planning(MRP), Forecast, Demand Consume, Involve in all material initiatives such as MOQ, Supplier Capacity, Supplier LT, supplier consolidations to reduce cost, Review invoices for price and/or quantity discrepancies and follow guidelines to resolve discrepancies. Adhere to min/max levels as required, manage inventory according to the individual contract deliverables, and ensure timely delivery of items, communicating on delivery issues. Run Reports as required, Supplier Late Receipts Records Keeping, Air Freight.

Spare Parts Coordinator

Frito Lay - February 2013 to February 2014

PepsiCo Caribbean, Frito Lay

Purchasing, SAP, Request Quote, Inventory Control, Logistic, Receiving Orders, Matching Invoice, Storeroom Management, Inventory Politics and Manage, Process Development, Production Line Materials Requirements, Requirements of Materials for mechanical Work, Document Development, Downtime, GMP, Expense reports and Purchasing, Cycle Count, Keep inventory level, Manage Supply other areas.

Buyer Assistant

EPS Engineered Part and Service - 2011 to 2012

Inventory Control, used to track the status of purchase orders, inventory levels, and production requirements, Purchasing as requisition, maintain inventory levels, tracking control for PO's. Prepare Report for inventory movement, Receive orders and enter it to system to check item levels, Customer service as attending clients for PO information, Request Quote or Proposal, Request Submittal to Supplier, manage and tracking Submittal Status to comply with project stages (Expediting).

INTERN

EPS Engineered Part and Service - Hatillo, P.R., US - January 2011 to May 2011

Research for the class Policy of Operations Management). Cost analysis to sales, inventory management (construction) ABC, Analysis.

EDUCATION

Bachelors in Materials Management

University of Puerto Rico at Bayamón

May 2011

Associate in Civil Engineering Technology

University of Puerto Rico at Ponce - Ponce, PR

May 2005

SKILLS

MRP (1 year), Planning (1 year), Procurement (1 year), Inventory Control (1 year), Invoicing (1 year),
Computer Skills, Autocad, Hazmat (1 year), GMP (1 year)

LINKS

<http://pr.linkedin.com/pub/analis-alicea/2a/515/23a>