

Mark Tovar

Credit Analyst - JBS USA

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970-405-0047

A resourceful and ambitious professional with experience working in business functions ranging from finance & accounting to day to day operations. In addition, an extensive understanding of economic theory and its practical implications along with both technical and conceptual business administration concepts. Experience undertaking analytic work and research projects with minimal supervision, whilst working in a team environment with multiple priorities and tight deadlines. Possessing ability to communicate complex and sensitive information in an understandable form to colleagues and clients.

Willing to relocate to: Fort Collins, CO - Boulder, CO - Denver, CO

Work Experience

Supply Chain Coordinator/Analyst

Woodward, Inc. - Fort Collins, CO

January 2019 to Present

- Support purchasing transactions (Requisitions, Purchase Orders, Receipts, and Invoices) in support of all customer requirements and in compliance with internal and external requirements. This includes engagement with supply base, reporting status, tracking purchased items to stock and payment
- Engage with end-users & suppliers as required to expedite, resolve critical issues and mitigate risks involving the procurement of services, materials, supplies or products
- Coupa Administrator: Train internal purchase requestor in the usage of the system, onboard/train suppliers on usage of the Coupa Supplier Portal, troubleshoot system issues and support system upgrades & improvements
- Work with cross-functional teams including accounts payable, purchase requestor and suppliers to resolve any errors and exceptions arising from the invoice process
- Manage and maintain supplier catalogs in the Procure to Pay system
- Responsible for organization and normalization of company-wide spend data from multiple ERP systems & data sources
- Create and run monthly excel reports/dashboards to support spend management
- Run adhoc reports on request to support Logistics, Supply Chain, Finance and Operations teams
- Oversee freight bill audit provider to ensure approval accuracy. Approve freight bills outside of the provider's scope of approval parameters
- Draft & modify simple supplier contract amendments, NDAs and SOWs
- Support low complexity logistic provider bids
- Evaluate and approve carrier lane additions to existing rates

Credit Analyst

JBS USA - Greeley, CO

November 2016 to December 2018

- Develop credit analysis and reports to anticipate and prevent risks for the company & perform comprehensive financial analysis to assess all customers' financial risk

- Assign risk ratings to customers based on analysis; recommend credit limit amounts and credit terms & perform business and benchmark analysis on new or existing customers, comparing them to industry benchmarks
- Negotiate with customers, where necessary, to obtain additional security and assist in bankruptcy case management
- Collect Applications and Sales and negotiate with customers, where necessary, to obtain additional security
- Support senior management in controlling and monitoring performance inside the department & Support the Collections Department in DSO reduction

Claims Investigator

JBS USA - Greeley, CO

November 2016 to December 2018

- Headed decisions about product disposition to mitigate losses that are in the best interest of the company
- Exceeded over 50% of claim submissions for the department
- Formulated claims analysis to both operations & sales senior leadership teams to assist decision making to promote efficiency
- Coordinated with sales, truck lines, field reps, plant personnel, customer service, accounts receivable and customers
- Surveyed required documentation needed to determine claim liability & explored legal documentation and determine if the parties involved have provided the required information to process a claim
- Evaluated carrier documentation to determine contractual obligations

Product Knowledge Specialist/Department Head: Accessories/Sales Associate

Under Armour, Inc - Loveland, CO

October 2014 to May 2018

- Supervised queries and complaints, mentored new staff, administered payments, and conducted loss prevention among other duties
- Coached teammates on improving performance and standard execution
- Logged and addressed AP related issues to initiate Incident Reports

Department Head: Accessories

- Directed 20% of store sales by hitting sales targets, merchandising apparel, and controlling inventory
- Measured daily performance of product zone

Sales Associate

- Leverage company tools and technology to confidently provide the customer with product knowledge to enhance customer engagement and maximize sales
- Proactively resolved customer concerns in a manner consistent with company policy, and with customer satisfaction in mind; partnered with store leadership team on elevated customer issues

Production

Vestas - Windsor, CO

May 2014 to August 2014

Production Manufacturing

- Realized the engineering of fabrication & assembly of top quality structural products in accordance with the production plan

- Handled hazardous chemicals and materials and worked power tools while ensuring tolerances were within technical specifications.

Customer Service Representative

Afni Inc - Evans, CO

December 2012 to May 2013

- Officially commended for initiative, enthusiasm, tenacity, persuasiveness, intense customer focus and dependability in performance evaluations on multiple occasions
- Managed a high-volume workload within a deadline-driven environment while maintaining effectiveness in categories including communication skills, listening skills, problem resolution and politeness.
- Managed incoming calls from customers, responding to inquiries, resolving problems and correcting account errors. Recommended quotes and executed online account changes. Implemented consultative selling techniques to provide leads for telesales personnel.

Quality Inspector

AFT - Longmont, CO

May 2011 to August 2012

Operations/Inspection

- Assembled and maintained various heavy machinery producing a multitude of products. Visually and mechanically surveyed to ensure the products were in compliance with specifications. Identified and remedied products not within tolerances. Administered reports on machinery and products

Additional Information

Education

Bachelors in Economics and Business Administration

Colorado State University - Fort Collins, CO

December 2015

Skills

- Supply Chain
- ERP Systems

Certifications and Licenses

JBS Leadership Warehouse: Building Trust and Respect - 7/18

JBS Leadership Warehouse: Communication, Self- Awareness & Collaboration - 4/18

JBS Leadership Warehouse: Accountability & Ownership - 9/17