

Summary

Professional possessing excellent communication, organizational and analytical capabilities with more than 20 years in cross-functional environments.

Highlights

- Global and Strategic Sourcing
- Customer Relation Specialist
- Process Improvement
- Vendor Sourcing
- Organized
- Results Oriented
- Cost Reduction and Containment
- Detail-Oriented
- Project Development and lifecycle
- Work flow planning
- Problem solving and project management

Experience

Jabil Circuit de Chihuahua

BUYER III | Jabil Circuit de Chihuahua | May 2020 to July 2022

NCR workcell

Responsible for most critical supplier from the project

- Manage materials that are Business Unit specific and/or strategic:
 - *Create supply and demand reports for the customer*
 - *Direct communication with the customer*
 - *Direct communication with suppliers*
 - *New programs implementations (VMI, SMI, Consigned materials)*
 - *Purchase and management of critical and strategic materials*
 - *Purchase of mechanical and metallic components.*
 - Analyze and project component purchase prices that accurately reflect the inventory value for a financial period in the Standard Costing process.
 - Ensure that work cell Purchasing staff are given proper training, tools and resources to execute their job functions. Develop and facilitate work cell specific training.
 - Support, execute and provide inputs to improve Jabil SCM initiatives and strategies.
 - Improve sourcing options by working with Jabil's internal resources and customers to add Jabil preferred and or strategic suppliers to the customer Approved Manufacturer's List (AML).
 - Work with BUM to obtain customer authorization for additional expenses such as premiums on materials or freight and tooling charges incurred on customer's behalf.
 - Develop Supply Chain strategies that are unique to customer or to Business Unit strategic materials.
- Understand customers' business requirements and work with Purchasing Manager and SCM to determine the best approach to meet the customer's needs. Influence customer's supply chain strategies to leverage those of Jabil.

Buyer II | Jabil Circuit de Chihuahua | July 2017 to May 2020

Tesla, Valeo and NCR workcell

- PPV tool administration
- E&O database administration
- Projection report in a weekly basis
- Supply all materials to meet customer requirements.
- Maintain efficiency +85% of MRP execution.
- Control all necessary metrics for the work cell. (RTV (Return to Vendor), MRP, PPV (Purchase Price Variance), excess, obsoletes, inventory turns.
- Customer order follow up through clean to start, sourcing and materials reporting

Materials Planner for Central Purchasing office | Jabil Circuit Inc | July 2015 to June 2017

Worked as a remote buyer from Chihuahua, Mexico location.

Handled materials for San Jose and Livingston.

- Handled 80 + mechanics for Kymeta Customer for prototype builds along with supply chain program development managers engineers at the time , gathered information from other buyers to fill Kymeta Customer (San Jose site) CTS and rolled it to present it to customer, PPV analysis and approval requests submitted directly to Kymeta and recorded in PPV tool for PO recovery follow up from customer, CRA tool updated for all tooling involved, etc.
- Setup of new suppliers for Livingston site in UK, request for samples, first PO placing of new materials.
- Supply all materials to meet customer requirements.
- Maintain efficiency +85% of MRP execution.
- Control all necessary metrics for the work cell. (RTV (Return to Vendor), MRP, PPV (Purchase Price Variance), excess, obsoletes, inventory turns.
- Quote new materials for NPIs.
- Customer order follow up through clean to start, sourcing and materials reporting through meetings 3 times a week.

MRO Coordinator | iQor Aftermarket Services (formerly Jabil Aftermarket Services) | April 2014 to July 2015

Transferred to iQor within the same building in Jabil as MRO Coordinator.

Maintain an effective supplier database to procure services, equipment and materials.

Prepare bid forms.

Handle the bidding process

Make decisions regarding buying, communications and negotiation

Develop source strategies

Identify potential sources
Manage quotations
Prepare purchase orders and requests for quotes
Materials replenishment
Resolve billing discrepancies
Cost reduction opportunities

MRO Strategic Buyer | Jabil Circuit de Chihuahua – Chihuahua, Chihuahua| July 2013 to March 2014

Maintain an effective supplier database to procure services, equipment and materials.
Prepare bid forms.
Handle the bidding process
Make decisions regarding buying, communications and negotiation
Develop source strategies
Identify potential sources
Manage quotations
Prepare purchase orders and requests for quotes
Materials replenishment
Resolve billing discrepancies
Cost reduction opportunities

Buyer | XPEDX – Chihuahua, Chihuahua| Nov 2011 – April 2013

Materials replenishment, expedite, defective follow up and returns, supplier rating, cost negotiation, quoting, account payable programming, Identifying opportunities or cost improvements, Resolving billing discrepancies, logistics.

Victory Packaging de Mexico– Chihuahua, Chihuahua| March 2004 to October 2011

Customer Service-Receiving-Quality Control -period April 2011-Oct. 2011 Chihuahua, Chih.
Customer Order processing, complaint follow up, relationship build, on time delivery supervision, accounts receivable, invoicing, materials receiving and quality control

Buyer -period June 2010 to March 2011 Queretaro, Queretaro

Materials replenishment, expedite, defective material follow up, returns, supplier rating, Identifying opportunities for cost improvements

Account Manager + Administrative duties -period Jan 2008 to September 2008

-Tijuana, Baja California

In charge of the start up of a new branch in Tijuana BC

Basic responsibilities included overseeing any customer requirements including start up and completing product transition from customer's previous supplier to Victory Packaging.

Replenishment of materials, quality control, customer complaints, supplier deliveries follow up, materials expedite as well as new office start up requirements controlling basic operation/administrative office functions as petty cash control, local account payables, HR (interviewing-hiring), purchase of office furniture and equipment.

Additionally worked with National Accounts Team to coordinate the transition of 320 items from two customers by identifying local suppliers and visiting to confirm their reputation and ability to supply on a consistent basis

Request customer specification layouts (drawings) to engineering department

Request and submit samples for customer approval process.

Negotiate best cost from suppliers.

Followed customer print layouts for product requirements and approvals.

Programmed production according to priorities.

Product delivery control.

Order Expedite.

Tooling transfer from incumbent supplier based on priorities.

Buyer -period June 2006 to Dec 2007 Chihuahua, Chihuahua

Materials replenishment, expedite, control excess and obsolete, returns, download customer i supply chain management database for planning and forecasting.

Customer Service/AR Supervisor -period March 2004 to May 2006

Strategic-relationship/partnership-building skills -- listen attentively, solve problems creatively, and use tact and diplomacy to find common ground and achieve win-win outcomes.

Handle customer inquiries, complaints, billing questions, locate resources for problem resolution and design best-option solutions. Interface daily with internal partners in accounting, project management, and operations. Customer order processing, complaint follow up, relationship build, Assembly production scheduling, accounts receivable and invoicing.

Advance Dial / Nypro – Chihuahua, Chihuahua| Sept 1998 – Dec 2003

Master Planner- Plan, schedule as well as coordinate materials availability to assist production developed schedules, customer order processing, production planning and materials purchasing.

Customer Service Manager March 2000 – June 2002 – Problem solving, complaint handling, order entry supervise, on time delivery follow up, reporting.

Customer Service Assistant September 1998-Feb 2000- Order entry, customer inquiry.

Education

University of Texas at El Paso 1990-1992

2 years not completed, Computer Information Systems

International Bussiness College 1994

Graduated from Computer Operator Specialist

High School

Preparatoria #4 Completed

Chihuahua, Chihuahua; Mexico

Computer Skills

- Procurement software SAP
- Microsoft Excel and Word

Major courses taken

- Customer Service
- How to conduct successful work meetings
- The art and science of strategic planning
- The psychology of successful negotiation
- The seven attitudes of managers with high results
- APICS' Detailed scheduling and planning
- ERP (Oliver Wight) business resource planning
- 8 safe ways to improve effectiveness
- Implementation, evaluation and monitoring of actions
- Quality in the service