

Penny Chelius-Sanchez

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OBJECTIVE: Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Previous Experience

Purchasing/Expediting/Inventory Management/Projects/Document Control
AR/AP/Order Entry/Invoicing/Account Reconciliation

Operating Systems

Microsoft 365/Word/Excel/Outlook/IQMS/SAP/Fieldglass/PeopleSoft/Yardi/Project Wise/Sharepoint/
Livelihood

Work Experience

Timekeeper/Invoicing Specialist

Golden Rule Inspection (at Suncor Energy) - Commerce City, CO
November 2020 to February 2023

Reviewed and recorded employee time sheets submitted into Smartsheet Database. Created invoices and entered into SAP database daily charging Labor, Services and Materials. Responsible for On-boarding new employees and scheduling safety course training.

Buyer/AP Specialist

Berry Good Plumbing - Loveland, CO
February 2020 to November 2020

Issued Purchase Orders, Expedited materials to job sites and processed invoices for payment. Recorded time entries and issued payroll checks.

Jacobs Engineering Group

Englewood, CO
September 2008 to January 2020

02/2019 to 02/2020

Buyer/Expeditior Capital Projects (Hess Blue Buttes Compressor Station, North Dakota)

- Issued Equipment and Material Purchase Orders. Managed the RFI/RFP/RFQ including Conduct commercial bid evaluation (bid tab analysis). Worked closely with Suppliers and Construction company to ensure on-time deliveries.

04/2015 to 02/2019

Project Specialist/Document Control at Suncor Energy

- Entered Material/Service Requisitions for Capital Projects. Expedited materials and coordinated on-site deliveries. Researched and resolved Receiving/Invoice discrepancies. Controlled and maintained Engineering Records, including Design, Vendor and 3rd party documents. Issued Engineering

Documentation Squad Check packages for Review, Approval, Bid, Design, Construction and final As-Built Packages.

11/2012 to 04/2015

Inventory Analyst at Suncor Energy

- Responsible for Material Inventory Management utilizing SAP Material Requirements Planning System. Supported Supply Chain to meet inventory management performance objectives and deadlines. Resolved Match Exception errors. Performed regular Cycle Counts. Worked with Suppliers and Planners to reduce surplus inventory.

09/2008 to 11/2012

Senior Buyer Capital Projects at Suncor Energy

- Issued Service and Material Purchase Orders for Capital Projects. Managed RFI/RFP/RFQ process including conduct commercial bid evaluation. Expedited materials and resolved invoice discrepancies.

Buyer

Enserca Engineering - Lakewood, CO

September 2006 to September 2008

Responsible for purchasing and negotiating materials, equipment and supplies from vendors for the Enterprise Project which consisted of 150 miles of various size pipeline looping and 24 pump station expansions. Tasks included evaluating vendor contracts, quotes and services. Maintained Inventory for all materials and staged at the Grand Junction, Colorado warehouse. Responsible for vendor shipments: expediting, resolving shipping and invoice discrepancies. Matched Invoices to PO's and receipts and coded for payment.

Buyer/AP Clerk

Mile High Engineering - Denver, CO

September 2006 to September 2008

Purchased Engineering materials and equipment Responsible for vendor account set-up, negotiating pricing and vendor contracts. Sales and Service support. Responsible for vendor shipments: Expediting, resolving shipping and invoice discrepancies, receiving and inventory control. Worked closely with the warehouse to streamline receiving and delivery procedures. Matched invoices to Purchase Orders. Coded and entered invoices for payment. Printed checks and routed for signature.

Buyer

Telewire Supply - Englewood, CO

July 1998 to August 2005

Purchased Telecommunication supplies from local and national vendors. Responsible for vendor account set-up, maintaining vendor accounts, negotiating pricing and vendor contracts. Responsible for vendor shipments: expediting, resolving shipping and invoice discrepancies. Inventory control and annual inventory counts.

Accounting Clerk/Administrative Assistant

Wilhelm Davey Tree & Lawn Care - Denver, CO

March 1995 to July 1998

Prepared Sales Estimates and entered new orders, posted payments ,created invoices and month-end customer billing statements. Responsible for Collections on past due accounts. Prepared contracts and customer correspondence. Route scheduler and Dispatcher for Tree Care division.

Education

Graduated

Gateway High School - Aurora, CO

Skills

- Data entry
- Typing
- Office experience
- Organizational skills
- Customer service
- Inventory control (10+ years)
- Supply chain (10+ years)
- Accounting (5 years)
- Document management (4 years)
- 10 key typing (10+ years)

Assessments

Work style: Reliability — Proficient

May 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Attention to detail — Proficient

May 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.