

Agnes Rivera

Denver, CO 80219

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Professional Summary

Summary (Public Trust Active)

Over fifteen years, experience, in Purchasing, Finance, Planning both Government & Commercial. Areas of expertise: Construction, Energy, Aerospace, Telecommunications, Aviation, O & G in segments: Manufacturing, Distribution, Logistics and Supply Chain.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Buyer

Staffing Now-Denver, CO

September 2023 to Present

Staffing Now Inc (SNI) MFG-Viega LLC 08/23-7/24

Monitored all incoming email correspondence. Uploaded Purchase Order confirmations from suppliers related to

purchase orders, reviewed for price and delivery, relevant to any impact of the operation.

Updated SAP, info record and updated the team.

Purchase Order placement as directed by the stockroom team.

Ran weekly past due report. Placed latest report in teams with clear updates. Analyzed by priority and critical, while reducing "Past Due" by continuous 10% weekly obtaining 90% at completion.

Also contributed to "Stock Out" improvement,

Instituted weekly supplier status meeting with international suppliers, thus improving delivery.

Created team email distribution for easy access to Purchase Order History.

Analyzed Open Order report ensuring on time, planning, and PO confirmations to prevent past due proactively.

All of the above in support of Operations, Metals and Plastics.

Buyer

The Job Store Staffing-Denver, CO

September 2022 to August 2023

Supported procurement activity including Planning, Requisition, Purchase Order, Status and Payment.

Worked on Open Report Daily to ensure receipt of PO, obtain status on delivery, reporting any delays, updates/changes in price, items Discontinued, Constrained and Back Order. Identifying any issues that could be of impact to the business and advising corrective action or risk.

Assisted with weekly inventory reporting and invoice reconciliation.

Ongoing communication with carrier and vendors to ensure on time delivery.

Assisted the management and Engineering Team as requested.

Buyer

Robert Half Accounting Supply Chain-Purchasing-Denver, CO
September 2020 to September 2022

Supported procurement activity including Planning, Requisition, Purchase Order, Status and Payment.

Worked on Open Report Daily to ensure receipt of PO, obtain status on delivery, reporting any delays, updates/changes in price, items Discontinued, Constrained and Back Order. Identifying any issues that could be of impact to the business and advising corrective action or risk.

Assisted with weekly inventory reporting and invoice reconciliation.

Ongoing communication with carrier and vendors to ensure on time delivery.

Assisted the management and Engineering Team as requested..

Buyer

BP - British Petroleum-Denver, CO
September 2020 to 2022

Supported procurement activity including Planning, Requisition, Purchase Order, Status and Payment.

Worked on Open Report Daily to ensure receipt of PO, obtain status on delivery, reporting any delays, updates/changes in price, items Discontinued, Constrained and Back Order. Identifying any issues that could be of impact to the business and advising corrective action or risk.

Assisted with weekly inventory reporting and invoice reconciliation.

Ongoing communication with carrier and vendors to ensure on time delivery.

Assisted the management and Engineering Team as requested.

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Buyer

Denver International Airport-Denver, CO
September 2017 to September 2020

Supported procurement activity including Planning, Requisition, Purchase Order, Status and Payment.

Worked on Open Report Daily to ensure receipt of PO, obtain status on delivery, reporting any delays, updates/changes in price, items Discontinued, Constrained and Back Order. Identifying any issues that could be of impact to the business and advising corrective action or risk.

Assisted with weekly inventory reporting and invoice reconciliation.

Ongoing communication with carrier and vendors to ensure on time delivery.

Assisted the management and Engineering Team as requested.

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Buyer

DISH Network-Englewood, CO
January 2014 to July 2017

Purchased Mechanical and Electrical parts in support of Sales and Forecasting.

Denver International Airport Contract Administrator 01/12 - 12/13

Prepared and maintained required contract administration documentation in accordance with company procedures and government regulations.

Ensured final payment made to the contractor based on Statement of Work. (SOW)

Reviewed and interpreted contracts, modifications and change orders.

Prepared contract review records and obtained necessary management approvals.

Contract Administrator

XCEL Energy-Denver, CO

September 2012 to September 2013

Prepared and maintained required contract administration documentation in accordance with company procedures and government regulations.

Ensured final payment made to the contractor based on Statement of Work. (SOW)

Reviewed and interpreted contracts, modifications and change orders.

Prepared contract review records and obtained necessary management approvals.

Contract Administrator

Xcel Energy-Denver, CO

January 2011 to December 2011

Responsible for the administration and management of Construction contracts.

Prepared Proposal-Bid packages for Negotiation. Participated in contract-negotiating team.

Prepared applicable contract closeout documentation.

Lockheed Martin-CO (15 Years)

Sr. Buyer

Lockheed Martin-Littleton, CO

January 2008 to December 2010

Contract Admin-Sr. Buyer 01/07 - 12/10

Responsible for purchasing of Defense and Government parts and material 05/97 - 04/01 based on bill of material (BOM) and MRP requirements from RFP to award.

Cost Account Manager (CAM) & Industrial Engineering 04/87 - 05/97

Cost Account Administrator utilizing C/CSCSC and M80-3.

Responsible for Budget Planning, Performance Measurement and Earned Value.

Contract Admin-Sr. Buyer

January 2008 to December 2010

Responsible for purchasing of Defense and Government parts and material 05/97 - 04/01 based on bill of material (BOM) and MRP requirements from RFP to award.

Contract Admin-Sr. Buyer

Denver Housing Authority (DHA)

January 2006 to December 2007

Responsible for the administration and management of Construction Contracts.

Ensured all Construction Contracts were within Federal and State regulations.

Managed all Construction Contracts to include RFP, Negotiation, Award and Close-Out.

Performed Cost/Bid Analysis to ensure Specification, Regulation and Technical requirements.

Buyer/Planner

Ball Aerospace

January 2005 to January 2006

Responsible for maintaining and planning data in ERP system(s) and contributing to continuous improvement initiatives, as well as completing certain ad hoc requests required by Management.

Scheduled and coordinated supply requirements (manufactured or purchased).

Resolved issues with schedule adherence, supplier on-time-delivery, quality, and price.

Purchasing Analyst

Coors Brewing

January 2004 to December 2004

Gathered, analyzed industry data for competitive/strategic procurement decision making.

Collected data, performed analyses/generated reports pertaining to Commodity, and Category.

Prepared extensive presentations utilized advanced technical and creative reporting.

Partnered with management to understand and identify potential cost reduction opportunities.

General Services Admin (GSA) Contract Administrator

January 2003 to December 2004

Identified funds to De-Obligated/Obligated to the Contract Officer.

Ensured final payment made to the contractor based on Statement of Work. (SOW)

Reviewed and interpreted contracts, modifications and change orders; prepared contract review Records, and obtained necessary management approvals.

Sub-Contract Administrator

Century Link (Qwest Government)

November 2002 to December 2003

Responsible for the administration and management of Sub-Contracts.

Administered contracts including: flow down reqmts, RFP, Pricing, Terms, Conditions to Award.

Ensured Contract was legally Contractual, within Federal Standard Requirements. (FAR).

Contract Admin/Buyer

Air Methods

April 2001 to November 2002

Selected and qualified suppliers based on facility capabilities.

Tracked supplier progress based on Milestones for percent complete.

Purchased and planned mechanical and electrical (EEE) in support of MRP requirements

Education B.A. Bus Finance

New Mexico Highlands University

May 1997 to May 1997

Certs/Training C/CSCSC & PMS MRP/ERP/SCM CPIM/CPA/APICS (In Process)

Oracle & SAP Agile/AS400 MS Suite-Project Acrobat

& Blue Prints-Drawings

Cost Account Manager (CAM) & Industrial Engineering

April 1987 to May 1997

Cost Account Administrator utilizing C/CSCSC and M80-3.

Responsible for Budget Planning, Performance Measurement and Earned Value.

Education

Bus Finance (B.A.)

New Mexico Highlands University

May 1997

Bachelor's degree

Upper secondary education

Skills

- Materials management
- SAP Materials Management
- Inventory demand forecasting
- Construction site experience
- Procurement process optimization
- Leadership
- Interpersonal skills
- Adobe Photoshop
- Adobe Creative Suite
- Microsoft Outlook
- Manual handling
- OEM
- Teamwork
- SAP ERP
- Financial record maintenance
- Computer skills
- Manufacturing
- Electrical parts
- Price reporting
- Construction
- Contracts
- Warehouse experience
- GMP
- Customer service
- Microsoft Office
- Customer communication
- Price negotiation
- Google Workspace
- Financial analysis
- Parts administration

- Buyer experience
- Productivity software
- Data migration
- Hydraulics
- Supply chain process improvement
- Databases
- Research
- Bookkeeper experience
- Adobe Illustrator
- Inventory accuracy improvements
- Cost accounting
- Project scheduling
- Analysis skills
- Cost analysis
- Market trends analysis
- Vendor relationship building
- Inventory auditing
- QuickBooks
- Procurement
- Expense reports
- Oracle
- Written communication
- Accounts payable
- Production Management
- Supplier management
- GAAP
- Administrative experience
- Adobe InDesign
- Forecasting
- Account reconciliation report
- Pricing strategies
- Technical Proficiency
- Mechanical engineering
- MRP
- Report writing
- Supervising experience
- Organizational skills
- Blueprint reading
- Procurement financial analysis
- Accounting systems

- Agile
- Budget management
- SAP
- Warehouse operations
- Purchasing
- Time management
- Financial data management
- Process Improvement
- Tracking and tracing
- Contract management
- Interpersonal communication
- SharePoint
- Sourcing
- Microsoft Excel
- ERP systems
- Problem-solving
- Attention to detail
- Direct negotiation procurement
- Procurement performance tracking
- Supply Chain

Languages

- Spanish - Fluent

Certifications and Licenses

CompTIA Security+

Fundamentals of Engineering