

Summary

Multi-faceted supply chain professional qualified in cradle to grave procurements including supplier assessment, contract management and program budgeting through to completion. Experienced NPI, R&D, Senior Buyer/Planner/Supplier Management in Medical/Electronics Manufacturing/Aerospace/Solar Energy with a solid understanding of ethical purchasing planning with the ability to anticipate problems and be proactive in providing solutions through intense collaboration with integrated teams.

PROFESSIONAL ACHIEVEMENTS

- Ability to take on Materials Manager responsibility with seamless transactions and continue to improve the process daily.
- Strengthened the company's accounts receivable by evaluating potential customers' credit worthiness, which resulted in better cash flow.
- Directed sales support staff: shipping, receiving, and customers of a \$300 million manufacturing operation.
- Multiple awards/recognition for quality improvements, inventory turn and customer satisfaction.
- Certified in Foreign Corrupt Practices Act, Kaizen, and Six Sigma.
- Attended full course load toward APICS (CPIM) certification.
- Attended and certified in First Time Manager, Team Lead. The Basics of Effective Project Management and Execution.

SKILLS

- . Purchasing/Planning/Commodity Specialist
- . Knowledge of Lean Six Sigma, Kaizen
- . Knowledge of RoHS/Wee initiatives
- . DFARS & FAR Compliance, ITAR, BIS, and DoD expertise
- . Commodity specific experience (PCBA, Electronics, Machining, Packaging, Capital Equipment, Sheet Metal, Plastic, OEM, Services, etc.)
- . MRP/ERP: LeanDNA, Visual, Salesforce, Rootstock, Costpoint, MIMA, OnBase, Power BI, IFS, Oracle, SAP, JDE, Bann IV, EDI, Agile
- . Supply chain management
- . Business Process Improvement
- . Experience in Microsoft Office Applications

WORK HISTORY

Senior Buyer

Sunnova Energy International Inc.

Houston, TX

April 2021 – March 2025

- Supported procurement team in executing purchase orders for our distributor and third-party warehouse service providers.
- Verified purchase requisitions, collected signed off in a timely manner, and tracked order acknowledgments.
- Participated in the identification and implementation of continuous process improvement initiatives.
- Maintained materials master data such as correct pricing, inventory levels, contact information, and lead time in ERP to ensure future order request accuracy.
- Worked with the inventory management team to ensure that all deliveries satisfy the assigned purchase orders.
- Ensured fixed pricing agreements with vendors are being used to maximize cost savings. System management of new vendor setup, new part number setup, and new pricing setup and updates.
- Reviewed all material and service requisitions (repair and return included) in terms of quantities, pricing, specifications, account coding, authorization limits, priority, and urgency for accurate preparation of purchase orders.
- Assisted with troubleshooting issues as they arise, including but not limited to expediting orders, escalating supply constraints, and looking for logistic alternatives necessary.

- Worked with finance on resolving any payment issues with suppliers and trade partners to resolve any current and/or overdue invoices.

**Senior buyer/ Commodity Specialist
July 2019 – March 2021**

Sierra Nevada (Aerospace)

Louisville, CO

- Facilitate communication between the company and the supply base for specific procurement or subcontract actions.
- Award and manage purchase order ensuring that program or indirect purchase orders activities adhere to Sierra Nevada Supply Chain Management processes.
- Maintained a database of non-disclosure agreements (NDA) with the scope and expiration date and communicated with suppliers to ensure compliance.
- Procurement activities include RFQ processes, SOW, supplier and source selection criteria, purchase order placement, monitoring shipment and services and supplier performance.
- Proven track record of taking ownership and driving results.
- Ability to establish credibility and work with key internal partners to get things done.
- Maintained MRP system accuracy, including lead-time, pricing, supplier information, and current purchase order data.
- Purchased materials, supplies and services on the most favorable terms for the organization.
- Evaluated bids, negotiated prices and terms for purchased goods and services.

**Buyer II/Commodity Specialist
February 2017 – June 2019**

Ball Aerospace

Boulder, CO

- Developed RFQ/RFP/Bid packages, evaluated supplier quotes and subcontract proposals.
- Directly performed buying assignments of chemical with varying complexities, assigned commodities, and knowledge of purchasing policy and procedures.
- Recommended and implemented negotiation strategies and techniques, lead purchase order and subcontract negotiating teams, and document negotiation results as required.
- Awarded and managed purchase orders and subcontracts, ensuring that program and indirect purchase orders and subcontract activities adhere to Ball Supply Chain Management processes.
- Contributed to supplier approval and supplier performance activities.
- Ensured that all subcontract-related business within purview is conducted using the highest ethical standards and in compliance with all applicable laws as well as company policies and directives.

**Senior Buyer/Planner
April 2015 to January 2017**

MKS Instrument Inc.

Longmont, CO

- Planned, scheduled, released, managed, and purchased, interplant orders and work orders as required.
- Worked with new product development team in support of fast time to market on new product introduction, coached engineering on materials methodology and cost, including sourcing, early supplier involvement, managing product cost and insuring a smooth transition of the product into production.
- Transacted daily activities to support MRP delivery requirements while managing assigned commodities for lowest total cost purchasing, regulating inventory levels, and achieving targeted turns ratios.
- Evaluated suppliers through methods such as supplier visitations and various objective performance measurements, including on-time delivery, service performance and price performance.
- Established and maintained supplier partnerships and programs, i.e., consignment, stocking programs.

**Senior Buyer/ Materials Manager
June 2010 to March 2015**

C. R. Bard/ Medivance Inc.

Louisville, CO

- Established account/credit and terms for a \$300M dollar medical device facility.
- Negotiated blanket purchase orders when appropriate and monitored inventory cost.
- Participated in the new products launch with engineering team.
- Issued requests for quotes/proposals (RFQ/RFP) and selected best source consistent with cost, quality, and delivery requirements.
- Developed alternate sources, ensuring continuity of supply, consistency of quality and competitive pricing.
- Followed-up with suppliers to ensure delivery schedules and key milestones are achieved. Coordinated any changes with Planning and Program Management as appropriate to evaluate impact.
- Performed root cause analysis to address service level or inventory variances from management plan.

- Managed and supervised Planning, Inventory Control, Shipping and Receiving personnel.
- Knowledge of continuous improvement and cost reduction methodologies.
- Pre-negotiation preparation and lead supplier negotiations.
- Supplier Audit experience in quality system standards: ISO 13485 and ISO 9001.

EDUCATION

Bachelor of Arts Degree in Economics – Colorado State University, Fort Collins, Colorado

Associate of Applied Science Degree in Business Secretarial – Aims Community College, Greeley, Colorado