

Salatiel Mateo Vera

2440 West 12th Street, Greeley, Colorado 80634

cell (970) 978-7519

salvera@mail.com

Buyer

Dedicated, success-driven **bilingual Senior Buyer and Purchasing Agent**, (English/Spanish), with twenty-two years of experience of proven unyielding commitment to performing technical and specialized work in the procurement of materials components, equipment, and services necessary for each respective job; Experienced with two years of Production Scheduling and over 12 years of estimating and fact-finding experience on military and commercial aircraft programs. Implement purchasing contracts which comply with company and government regulations; Analyze the requirements for commodities, including preliminary specifications; Prepare bids and proposals, including specifications and proposals for requested commodities; Generate invoices and purchase orders on a timely basis. Review bid proposals and negotiate and administered procurement contracts within budgetary limitations and scope of authority; Assist in conflict dispute resolution, involving contract terms or quality control of goods and services; Solid understanding of technical concepts and functions; Self-driven leader with excellent work ethics.

Demonstrated strengths include:

- Organizational and Time Management Skills
- Proficiently Experienced with Computer software including Global shop, Quick books, Job Boss, BAAN, Oracle, Agile ,Microsoft Excel, Word, Lotus, Dbase and Word perfect
- Able to complete tasks from inception to completion
- Particularly skilled in organizing data for presentations to customers
- Hardworking and dependable
- Highly motivated worker and exceptional verb/written communication skills
- Utilize sensitivity and discretion in dealing with co-workers and potential customers
- Project Leader
- Able to work both independently and collaboratively in a team environment.

Education

PAN AMERICAN UNIVERSITY, Edinburg, Texas

Bachelor of Business Administration and Economics 1979

PROFESSIONAL WORK EXPERIENCE:

(April 2012 – May 2022)

INFICON INSTRUTECH

Longmont, CO

Senior Purchasing Agent – Purchased electronic components, in a fast-paced environment, using bills of materials, in the support of production for prototype pc boards and box builds, for outside customers. Also quoted jobs for future builds. Facilitated troubled invoices to get payment status issues resolved. Work in Global shop and Quick Books to issue purchase orders.

(February 2008 – September 2011)

BAE SYSTEMS Container Solutions

Berthoud, CO

Senior Purchasing Agent – Purchased all components in support of the production of shipping containers for missiles and bombs. This includes fabricated aluminum parts. Also procured MRO and office supplies. Facilitated troubled invoices for payment status and resolution. Worked in Jo Boss.

(October 2006 – July 2007)

FLEXTRONICS-INTERNATIONAL

Plano, TX.

Senior Buyer - Purchased electronic components in support of production of AMAT Cleaner. Purchased minor components, hardware, panels, valves, fittings, tubing etc. Facilitated troubled invoices to get payment status issues resolved; and worked rejected material issues to get repair or credit. Worked in BAAN system (MRP) and am familiar with Agile.

(January 2004 – October 2006)

SANMINA-SCI

Allen, TX.

Senior Buyer/Planner – Purchased electronic components in a fast-paced environment, using bills of materials, in the production of prototype pc boards. Also quoted jobs for future builds. Facilitated troubled invoices to get payment status issues resolved. Worked in Oracle system, 11O3 and 11i and Agile.

(September 2002 – November 2003) SANMINA-SCI Cables Carrollton, TX.

Buyer-Expeditor - Purchased electronic components to produce Telecom cables; Reduced rejected inventory by \$60K; Worked in AS 400 system (Avante); Worked on Quotes for Engineering.

(March 2001 – March 2002) LUMINATOR Mass Transit Products Plano, TX.

Buyer – Purchased Extruded Aluminum, Extruded Lenses, Plastic Injected parts, Vacuum formed plastics and other plastic lenses and parts, in the support of production of Mass transit signs and light fixtures. Worked in an AS400 environment. (BPICS)

(February 2000 – March 2001) PERFORMANCE PULSATION CONTROL Plano, TX.

Purchasing Agent - Handled all duties of buying order placement, expediting, and scheduling materials in the production of Oil Field Equipment, Pulsation Dampeners. Material purchased was steel tubing, steel heads, nuts, bolts, and hardware associated with production. Also coordinated the pickup and delivery of the product.

(1996 – February 2000) TRINITY INDUSTRIES Dallas TX.

Corporate LPG Buyer - Purchasing experience in buying Certified metals to AS404 Grade C, and SA285C, along with various purchased items. Facilitated the processing of troubled invoices between the receiving and accounting Departments. Managed the reduction of excess inventory between four plants. Helped in facilitation of engineering changes between manufacturing plants and engineering departments. Worked closely with Traffic Department and outside Vendors to ensure the timely delivery of materials to manufacturing facilities. Experience with working in an AS400 environment, BPCS, (Business Planning Computer System), and MRP200. Extra duties included International Auditor and translating between Corporate Purchasing Department and Mexico facilities.

(1994 – 1996)- Production Scheduler - Interfaced between Mexico Facilities and manufacturing US facilities for the delivery of Railcar parts. Helped in the facilitation of new production parts. Designed Pro-Forma Invoice to expedite materials to Mexico facilities and expedited materials until receipt of end user facilities. Scheduled production of railcar parts at the Mexico facility.

(1981 – 1994) - VOUGHT AIRCRAFT COMPANY Dallas TX.

Senior Estimator - Completed material cost proposals for all spare parts programs Submitted over 1,500 estimates per year under intense deadline pressure. Worked closely with procurement department to acquire current pricing. Prepared proposals for military production programs. Interfaced with other departments including Contracts, Engineering and Scheduling, to determine program requirements. Performed as an active member of a process improvement team. Team demonstrated a 161% productivity improvement during a three-year period. Team was selected to be included in a company sponsored continuous improvement film.

(1979 - 1981) Sr. Materials Scheduler Expeditor

Ensured government owned material was charged to proper contracts. Interfaced with government personnel to ensure proper usage authority was received. Coordinated actual usage with Engineering, Test Labs, and Warehousing.

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Volunteer Experience

- Currently serving as a Youth Director in P.I.B. Church in Greeley, CO.
- Teach Sunday School to Middle School/ High School students every Sunday morning to present time.
- Volunteer as a single Adult Counselor at church
- Deacon Ordained in the church in 1984.
- Serve as music and church worship leader since 1999 to present