

TAMARA G. WISNIESKI

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EDUCATION

Texas A&M University – Bachelor of Science in Journalism

PROFESSIONAL PROFICIENCIES

Pricing Analysis | SAP | Planning/Forecasting | Rebate/Commissions | Sales
Reports | Contract Review/Processing

PROFESSIONAL EXPERIENCE

Jobot Consulting LLC, Houston, TX. Oct. 2024 – Dec. 31 2024 *Assistant Hydrocarbon Scheduler at Citgo Petroleum Corporation*

- Actualized BOLs, ensuring date on invoice matches RightAngle and taxes are applied correctly
- Input 45+ Inspection Invoices and appropriate fees assessed
- Added Storage/Handling Invoices to RightAngle

S&P Global Commodity Insights, Houston, TX. Oct. 2022 – Sept. 2024 *Natural Gas Pricing Analyst*

- Composed daily commentaries explaining the pricing of natural gas in the Midcontinental United States
- Analyzed and commented on EIA weekly natural gas storage report
- Uploaded daily customer pricing files
- Analyzed regions throughout the United States for pricing anomalies, contacting price submitter for verification

Houston City Personnel, Houston, TX. Jan. 31 2021 - June 1 2022 *Customer Support Analyst at Calumet Specialty Products Partners*

- Weekly reports, analyzing Supply Chain In-Stock materials for Houston and Shreveport locations
- Evaluated International Customer Service Metrics for weekly comparison
- Gained experience with SAP Order Entry
- Revised and simplified Royal Purple Internal Metrics
- Processed customer payments for orders, submitted to Credit, issued receipts and released orders

Bayer MaterialScience/Covestro/Accella Polyurethane Systems, Spring, TX. July 2012 – Oct 2018
Pricing Coordinator / Business Support Representative

- Managed all Sold-To and Ship-To customer pricing, calculating margin for Sales and General Manager
- Maintained documentation of pricing and changes for audit purposes
- Created SAP PO's for finished goods, negotiated delivery date and submitted to vendor
- Reported trends in top customers purchasing behavior
- Delivered daily morning reports and tracked sales progression, determining forecast accuracy
- Processed monthly Rebate and Commissions report, valued at around \$400,000, utilizing V-lookups
- Created SOPs for pricing
- Input 30+ customer complaints per year; Monitored through resolution

- Created 50+ sales contracts per year and uploaded into the LCM system; Monitored through the approval process to execution
- Calculated Quarterly SPF and ACC reports, determining company's industry Market Share
- Handled planning and management of Purchase Requisitions for 3rd party purchased materials
- Maintained database of current customers, including address and contact names

Results:

- Presented first SIOP to GM and Spring Leadership Team ahead of schedule (Nov. 2017 v Jan. 2018)
- Worked with IT for more than a year and completed upload feature for pricing in Exact Macola
- Trained Pricing Coordinator in Cartersville, GA

Bayer MaterialScience/Belcan Tech Services, Spring, TX Dec 2011 – July 2012 *Executive Administrative Assistant*

- Reconciled/submitted monthly Concur expense reports for General Manager and National Accounts Manager
- Oversaw Contractor Accreditation processing: Captured and recorded names in database, received and evaluated forms, issued verification letters