

**Victoria Brooks**  
322 Olympia Avenue  
Longmont, CO 80504  
Cell: (303) 845-2537  
Email: victoria.brooks532@gmail.com

## **PROFESSIONAL EXPERIENCE**

**FormFactor**  
High Precision Devices  
Senior Buyer

12/24 - Present

- Responsible for the procurement of raw materials, supplies, equipment and services for the Boulder campus
- High volume preparation and awarding of purchase orders using Costpoint (ERP)
- Prepare purchase requisitions using Costpoint
- High volume P-Card purchasing using SAP Concur
- Reconcile invoices and monthly P-Card statements using SAP Concur
- Facilitate problem resolution with suppliers
- Purchase Order invoice resolution with Accounts Payable
- Continued process improvement
- Develop procurement Standard Operating Procedures (SOP)
- Maintain electronic records and filing system of purchase orders and P-Card purchases
- Coordinate materials returning to vendor (RTV)
- Ensure compliance with specific purchasing policies and procedures
- Ensure that materials are coded correctly for Finance
- Manage workload queue in Costpoint
- Prepare RFQ's/RFP's
- Prepare weekly reports to ensure on-time supplier delivery
- MS Office Suite: PowerPoint, Word, Excel, Teams, Outlook, SharePoint
- Interaction with various levels of directors, management, engineers and staff

**Ball Aerospace (BAE Systems)**  
Senior Administrator - Procurement  
Information Technology Solutions

7/21 to 9/23

- High volume procurement of software, software maintenance/support, computer equipment and computer peripherals using P-Card
- Preparing Purchase Requisitions in IFS (ERP)
- Manage charge numbers, accounts, object codes, activity sequences in IFS (ERP)
- Responsible for assigning correct funding source per procurement
- Manage workload in ServiceNow
- MS Office Suite: PowerPoint, Word, Excel, Visio, Teams, Outlook
- Complex invoice resolution using OnBase and CostPoint
- Assign work and manage workload for Senior Administrative Associate
- Continued IT Procurement process development and process improvement
- Executing, tracking and reporting through the procurement lifecycle
- Facilitate problem resolution with suppliers
- Coordinate materials returning to vendor (RTV)
- Process and software tools (IFS, OnBase, SharePoint, ServiceNow, WebSolutions) training for all levels of staff
- Work with Finance and Integrated Supply Chain for continued process improvement

- DoD TS/SCI clearance – Inactive as of 9/19/23
- Interaction with various levels of engineers, management and staff

**Ball Aerospace (BAE Systems)**  
Commodity Specialist III  
Integrated Supply Chain

11/18 to 7/21

- Responsible for the procurement of computer equipment, scientific equipment, hardware, software and services
- High volume Purchase Order preparation using IFS (ERP)
- Executing, tracking and reporting through the procurement life-cycle
- Award rental equipment purchase orders
- Award contract labor, consulting and purchased services/subcontracts agreements for commercial and government funding
- Award fasteners, computer equipment, software, EEE, miscellaneous equipment purchase orders as needed
- Prepare Government Compliance files to be audit-ready
- Prepare Sole/Single Source Justification
- Maintain SharePoint files
- Continued process improvement
- Training all levels of staff in Consultant and Purchased Services process
- Developed and implemented Request for Information form for all Consultant and Purchased Services contracts
- MS Office Suite: PowerPoint, Word, Excel, Visio, Outlook
- Conduct market research for pricing comparison
- Prepare price analyses for multiple commodities
- Prepare RFQ's/RFP's
- Prepare weekly reports to ensure on-time supplier delivery
- Reconcile, review and approve supplier invoices in OnBase and Costpoint
- Working knowledge of FAR regulations
- Interaction with various levels of engineers, management and staff

**National Center for Atmospheric Research**  
Purchasing Administrator  
Research Applications Laboratory

5/07 to 11/18

- Responsible for the procurement of computers, computer-related equipment, scientific equipment, technical equipment, software, services and supplies
- Prepare purchase requisitions using Uprocurer (ERP)
- High volume P-Card purchasing using SAP Concur
- Track software in Access database
- Facilitate problem resolution with suppliers
- Reconcile invoices and monthly P-Card statements using SAP Concur
- Maintain records and filing system of purchase requisitions and P-Card purchases
- Coordinate Return Material Authorizations (RMA)
- Ensure compliance with specific purchasing policies and procedures
- Ensure that equipment is coded correctly for property purposes
- Track and manage all software for the lab's 1500 computers
- Manage software license keys and downloads
- Track software and hardware maintenance plans
- Track and purchase all computer warranty extensions
- Use of Request Tracker ticket-tracking software, UProcurer (ERP)
- MS Office Suite: PowerPoint, Word, Excel, Outlook

- G Suite: Gmail, Calendar, Sheets, Drive, Docs, Slides
- Supervisor for the IT Department Property Administrator
- Interaction with various levels of scientists, engineers and staff

## **EDUCATION BACKGROUND**

**AMERICAN PURCHASING SOCIETY** Aurora, Illinois

Certified Purchasing Professional, Certification obtained. License Number: 124055P

**WESTFIELD STATE UNIVERSITY** Westfield, Massachusetts

Liberal Studies-Business Management, Sociology, Women's Studies, Bachelor of Arts degree obtained.

**HOLYOKE COMMUNITY COLLEGE** Holyoke, Massachusetts

Business Administration, Associate of Science degree obtained.