

Tami Stotts

Clifton StrengthsFinder Top 5 Strengths: Achiever ~ Learner ~ Intellection ~ Responsibility ~ Input

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SUMMARY OF QUALIFICATIONS: I have extensive experience in contract management, people management, accounting, purchasing, material management, collections, health insurance, property and casualty insurance claims, computer software knowledge and customer service skills. I am a very motivated person who works well with little supervision. I can easily work on my own or with a team. I enjoy continuing my education and I am able to learn new skills quickly.

EDUCATION:

WESTERN GOVERNORS UNIVERSITY - currently enrolled: Bachelor of Science, Accounting. Will graduate September 2020
CASPER COLLEGE - Cisco Networking and Accounting
US CAREER INSTITUTE - Massage Therapy
CAREERSTEP - Medical Transcriptionist Certification
CASPER COLLEGE - Business Management/Accounting
NATRONA COUNTY HIGH SCHOOL - Casper, Wyoming. I received several business achievement awards.

EXPERIENCE:

5/2019 - present

KIEWIT POWER CONSTRUCTORS - Lenexa, KS 913-928-7000

Procurement Contracts Manager: I manage the subcontractors on the project. I develop and manage the project subcontract administration and control procedures from inception to completion, including being the single point of contact and accountability for overall subcontract management on the Project. I ensure conformance to contract provisions by the Contract Handlers and assist them with contract correspondence. I create material contracts, subcontracts, change orders, and claims identification. I process all payments for all contracts. I negotiate contracts and bring terms to final agreement. I prepare reports pertaining to procurement and Contract Administration and maintain all contract documents. I provide training and conduct contract administration related audits to ensure procedures are followed at all times. I manage the master inspection and test plan schedule. I assist the business department with the monthly budget and job forecasting.

2/2019 - 5/2019

CUPERTINO ELECTRIC INC. - San Jose, CA 877-747-4234

Purchasing Manager: I managed the Purchasing Department, consisting of 14 direct reports. I was responsible for creating purchasing processes and procedures and implementing purchasing standardizations across the company. This consisted of performing gap analyses and developing plans for quality and efficiency improvements. I established the purchasing team goals and developed the plans to meet those goals using KPIs. I was heavily involved with our purchasing software improvements, upgrades, trainings and implementations. I handled our supplier relationships and developed plans for supplier performance and measurement to better those relationships. I also was responsible for employee development for the 14 direct reports I had along with building stakeholder relations.

10/2017 - 2/2019

CHANGE HEALTHCARE - Cheyenne, WY 307-426-4161

Fiscal Account Manager: I managed the fiscal accounting department and was responsible for contractual obligations to the State of Wyoming for the Wyoming Medicaid Pharmacy Program. This consisted of daily, monthly, and quarterly reports, pharmacy enrollment and adherence to the program, and collecting reimbursement from third party insurance carriers.

10/2007 - 8/2017

KIEWIT POWER CONSTRUCTORS - Somerset, MA; Lenexa, KS; Greenville, KY; Casper, WY 913-928-7000

Oct. 2014 - Feb. 2016 and Feb. 2017 - Aug. 2017 as the **Procurement Contracts Manager** in Greenville, KY, Casper, WY and Lenexa, KS: I managed subcontractors on project sites. I developed and managed the project subcontract administration and control procedures from inception to completion, including being the single point of contact and accountability for overall subcontract management on the Project. I ensured conformance to contract provisions by the Contract Handlers and assisted them with contract correspondence. I prepared subcontracts, change orders, and claims identification. I processed all payments for all contracts. I negotiated contracts and brought terms to final agreement. I prepared reports pertaining to procurement and Contract Administration and maintained all contract documents. I provided training and conducted contract administration related audits to ensure procedures were followed at all times. I managed the master inspection and test plan schedule. I assisted the business department with the monthly budget and job forecasting.

Feb. 2016 - Feb. 2017, as the **Accounts Payable Manager** in Lenexa, KS: I led and managed a team of accounting specialists that processed all invoices that could not automatically pay, using the SAP 3-way match philosophy (purchase order, goods receipt, and invoice). I created all processes and procedures for this position and created written step-by-step instruction guides for all processes and procedures. I promoted a customer service environment within my team and encouraged them to support our projects in any way possible. I concentrated on developing all employee's careers by providing them with continuous training and career development projects. I was the main point of contact for all purchasing, material management, contracts and accounts payable system related issues within our District. I handled project closeout procedures for multiple projects, both within our District and company-wide.

Aug. 2013 - Oct. 2014, as the **Manager of Centralized Purchasing** in Lenexa, KS: I managed 18 employees within the Centralized Purchasing Department. I created processes and procedures to improve standardization and quality among all purchasing agents, whether in the centralized location or at a jobsite location. I concentrated on developing all employees' careers by providing them with continuous training and career development projects.

May 2012 - Aug. 2013, as a **Purchasing Agent** in Lenexa, KS: I was the District Procurement Shared Services "Super User" for the new SAP v1 software. I provided training on all aspects related to the purchasing and material management department, including but not limited to: requisitions, purchase orders, contracts, receiving, goods issued, and material management. I reviewed requisitions for goods and services, solicited quotes, and prepared purchase orders. I researched and evaluated suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history. I used the purchase requisition information to obtain best pricing and delivery commitments per company guidelines. I assisted in all functions relating to purchasing and material control, as directed.

Apr. 2011 -May 2012, as the **Purchasing and Materials Admin** in Somerset, MA: I reviewed all requisitions for completeness and created purchase orders. I created and maintained purchase order files to include a copy of the purchase order, requisition, quotes, packing slips, warehouse issue tickets, Certs, OS&D, etc. I received all material in the purchasing database and Material Management System. I ensured purchase orders, purchase agreements, and actual material received stayed in compliance. I created and maintained all material receiving reports (MRR) and the MRR due log within FMS (formerly TICMS).

Apr. 2011 -May 2012, as the **Contract Admin** in Somerset, MA: I prepared and maintained all Rental Agreements, Independent Contractor Trucking Agreements, and Incidental Work Orders. I prepared Change Orders for every contract, including Subcontracts and Material Contracts. I processed all subcontractor invoices. I routed all documents for approval, which consisted of all invoices, change orders, and contract executions. I monitored insurance and bonds for all

contracts, making sure they were always current. I maintained all original documents per company guidelines for Records Management.

Nov. 2009 -Apr. 2011, as the **Estimating Proposal Coordinator and Business Development Assistant**: I reviewed and prepared all final documents for the estimating proposals to our clients. This consisted of gathering all safety information, environmental information, QA/QC information, insurance and bonding information, and experience statements. I also was responsible for designing all organization charts and assembling the resumes of the key personnel on those organization charts. It was also my responsibility to design each book cover for the proposals. I assisted the Business Development Manager in preparing our client critiques and our prequalification packages to our clients. I also entered payroll for the Estimating Department and the Procurement Department. I was part of our Records Management Team which ensured all jobsites and corporate office procedures for records retention/records management were being followed.

Oct. 2007 - Nov. 2009, as an **Accounts Payable Lead**: I was part of the Shared Services Team for Accounts Payable. I was responsible for implementation and brainstorming ideas for the centralized accounts payable process as it was a new process. I helped design several different reports for this centralization. I handled the accounts payable for multiple jobsites throughout our area. This consisted of handling approximately 1000+ invoices per week. I handled 100% of our statement reconciliations with our numerous vendors. I helped the jobsites with their monthly job cost reports and forecasting. I processed all expense reports, manual entry invoices and field check entries into our accounting system. This consisted of an additional 200+ invoices weekly. I also trained all new employees to the Accounting Department.

4/2007 - 9/2007 **UNITED STATES POSTAL SERVICE** - Casper, Wyoming 307-237-8556
City Carrier: I sorted and delivered the mail from house to house.

12/2005 - 4/2007 **ENERGY TRANSPORTATION, INC.** - Casper, Wyoming 307-266-3890

Mar. 2006 - Apr. 2007, as the **Safety Assistant/Human Resources Assistant**: I worked with the Safety Manager/Human Resource Manager with collecting and reporting our safety information to the government. This included maintaining OSHA 300 logs, making sure all employees were obeying all D.O.T. rules and regulations, setting up and maintaining all Worker's Compensation files and employee files along with many other duties. I also helped with recruiting, hiring, and processing new employees. I helped train new employees in the required OSHA trainings. I also used Photoshop to produce our company calendar, sales brochures, advertising documents and employee photo ID cards.

Aug. 2005 -Mar. 2006, as **Accounts Receivable**: I handled the entire accounts receivable department. I assisted the Safety Manager/Human Resource Department with keeping track of safety guidelines and compliance of them by all employees. I also assisted with payroll. I handled collecting fuel receipts to process the fuel taxes that were due.

Feb. 2005 - Aug. 2005, as the **Administrative Assistant**: I answered incoming calls on the ten lines we had. I helped with calculating employee's miles driven and hours worked for payroll. I helped with collecting fuel receipts to process the fuel taxes.

10/1999 - 2/2005 **GREAT WEST HEALTHCARE** - Cheyenne, Wyoming 800-367-5690

Sept. 2004 - Feb. 2005; as the **Supervisor/Trainer**, I was responsible for all training and I shared the supervisory responsibilities with one other person. There were 14 people in this office. I also was the Certified Facilitator in this office for all training material.

May 2003 - Feb. 2005; as the **Medical Case Management Claims Examiner**, I was responsible for handling all claims for our Case Management patients. Case Management involved terminal patients and major illness/treatment patients. These files were restricted to me so that I was the only one with access to their claims. This consisted of approximately 180 patients.

May 2003 - Feb. 2005; as the **Overpayment Recovery Specialist**, I handled all follow-up on collecting overpayments. This consisted of calling providers and sending letters to them for status of when the refunds would be issued. All overpayments were logged into a database and I was required to update this database weekly on the outcome of the overpayment files.

Oct. 1999 - May 2003, as the **Senior Service Representative**, I was responsible for answering incoming calls. This consisted of having all knowledge of the company, its procedures, and all benefits to accurately answer questions.

1/1996 - 6/1999

FARMERS INSURANCE GROUP - Cheyenne, Wyoming and Rolling Meadows, Illinois. 303-368-6400

As the Subrogation (collection) Specialist and trainer, I was responsible for the complete handling of all subrogation files (which consisted of approximately 650 files). This included setting up payment plans, assigning files to attorneys to pursue collection and negotiating settlements with other insurance companies. Also included in subrogation, I handled all of the Arbitration files. I wrote the contentions, prepared the files and tracked them to completion. I was responsible for training all new employees to the subrogation department. I also helped the adjusters with their estimates on claims.

As the Medical Payments Specialist and Trainer, I was responsible for handling one-third of the medical payment files, which consisted of approximately 350 files. I was required to contact the injured parties and explain their benefits to them so they were aware of what was available to them. I also had all medical bills paid within a two-week time frame of our receiving them in our office. I was responsible for training all new employees to the medical payments department.

I also performed many other clerical duties along with customer service responsibilities and I received several customer service awards while with this company.