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| Name  Address  email |
| To obtain a lead position that will allow me to learn, grow, and increase my experience within the organization. I will add value by applying the knowledge and skills I have accumulated from my past positions. I am highly motivated over-achiever with a strong desire to grow and excel within the company. |

# Experience

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| May 2018 – presentPROCUREMENT CONTRACT specialist, halliburton energy services  * Solicit and Acquire Contracts By Identifying Needs and Evaluating Bids * Draft Contract Provisions and Correlating Documents * Negotiate Terms and Conditions with Vendors to Obtain Highest Value in the Sourcing Process * Oversee Successful Execution of Contracts While Ensuring Quality and Eliminating Risks and Liabilities * Report Cost Savings and Provide Information for Budgeting and Planning |
| february 2017 – may 2018procurement specialist, halliburton energy services  * Researched and Resolved all Quality Issues * Invoice Coding * Manage Multiple Supplier Accounts * Prepare Reports for Upper Management * Assisted in Developing Leads for Possible Suppliers * Solicited Sources and Compared Prices Between Suppliers to Choose Best Possible One  march 2015 – november 2015buyer II, athlon solutions LLC  * Responsible for Creating Purchase Orders for Inventory and Non-Inventory Items * Reconciliation of Invoices to Support Adherence to Contract Payment Terms * Denied Party Screening/Screening Suppliers and Customers * Managed Company’s Vehicle Fleet  april 2014 – march 2015procurement specialist, multi-chem a halliburton service  * Develop, Revise, Process, and Ensure Applicable Compliance of Contracts * Research and Analyze Rejected Invoices and Find Resolutions * Perform Buyer Role – Creating Purchase Orders * Prepare Contracts, Amendments, Procedures and Provisions, and Financial/Statistical Graphs or Reports   **June 2013 – March 2014**  **Material Control Specialist,** MULTI-CHEM A HALLIBURTON SERVICE   * Determined Inventory Moves That Involved Slow Moving or Dead Stock * Maintained Spreadsheets Related to Inventory, Pending Orders, Logistic Records, and Rework Formulas * Managed 63 Million Dollars of Chemical Inventory * Saved the Company Over 1 Million Dollars in 7 Months  February 2012 – may 2013shipping coordinator, baker hughes incorporated  * Executed Shipping and Receiving * Backed Up Ordering Raw Materials * Managed Inventory and Performed Cycle Counts * Scheduled Shipment Logistics  october 2008 – december 2012customer service, hermann total distribution services  * Scheduled, Monitored, and Processed orders * Served as Assistant Dispatcher * Negotiated Prices and Obtained Backhauls * Accounts Payable/Receivable * Executed Shipping and Receiving |

# Education

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| december 2019business management, ba, colorado state university |
| december 2014business, aa, San Jacinto collegeGPA 3.43 |

# Skills

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| * Comprehensive Knowledge of Procurement, Inventory Control and Warehouse Operations * Consistently Provides Excellent Customer Service * Excellent Communication Skills * Real Estate License | * SAP Software * Oracle Software * TMW Software * Microsoft Word/Excel * Bilingual in Spanish (Read, Write, Translate) |