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| NameAddressemail  |
| 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
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| 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
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# Education

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| december 2019 business 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)
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