

**CATEGORY/STRATEGIC SOURCING MANAGER**

Accomplished senior buyer with nearly 10 years of broad expertise cultivating key relationships with cross-functional internal and external clients in fast-paced environments. Goal-oriented team leader and dedicated team player with proven success enhancing efficiency and profitability. Analytical problem-solver driving innovative solutions for seamless category and supplier management. Forward-thinking decision-maker with vital interpersonal, organizational, and communication skills.

**CORE STRENGTHS**

Strategic Sourcing Manager ▪ Category Management ▪ Category Sourcing Strategy ▪ Procurement Analysis & Management Logistics & Project Management ▪ Market & Spend Analysis ▪ Supplier Development & Improvement Plan ▪ Procure-to-Pay (P2P) Supplier Management & Profile ▪ Supply Chain Mapping ▪ Contract Negotiation ▪ Product Development ▪ RFQ/RFP/RFI Process Assortment & Product Review ▪ Cost vs Value ▪ Vendor & Stakeholder Management ▪ Data Cleansing/Visualization/Collection

**SELECTED ACHIEVEMENTS**

- Sourced suppliers that were diverse, including minorities and women-owned businesses, to compete in RFPs and bids.
- Initiated and led stationery program for specific demographic to increase margins from 25% to 62% by creating strategic resource team (SRT) to build assortment, requests for proposal (RFPs), and bids.
- Used data to simplify product assortment by removing low-selling products and revamp products to increase sales.
- Created shipping cost analysis and saved over \$600K in cost by removing overnight early shipping options.
- Negotiated cost savings and cost avoidance over \$100K, managing and maintaining positive supplier relationships and strategic alliances to maximize value-added service (VAS).
- Collected nearly \$11K in non-compliance chargebacks; eliminated split and expedited shipments by revising logistics form with complete shipping information and implementing chargebacks if compliance was not followed.
- Increased speed of footwear distribution and decreased associated transportation costs per carton via shoe deconsolidation and direct ship solution that resulted in cost savings of over \$17K (31%).

**PROFESSIONAL EXPERIENCE****SCI RESOURCES, 2022 – PRESENT****Senior Buyer**

- Create strategic analysis for all categories, including market share, spend analysis, customer requirements, risk factors, and total cost ownership. Lead multiple projects for diverse category offerings at all locations, communicating with internal business stakeholders, leadership, and team about strategies, contracts, and projects updates.
- Recommend sourcing options and new suppliers based on quality, service, and competitive pricing. Provide feedback for new products, processes, deliverables, and pricing, including feedback from SRT, field, and research and market data.
- Remain current with business trends and sourcing best practices; apply procurement negotiation strategy to determine most desirable option (MDO) and least acceptable alternative (LAA) for vendor contracts and renewals. Review direct supply related purchase requests and orders for approval; create purchase orders and handle customer service issues.
- Provide monthly reporting on key suppliers, initiatives, and projects. Direct end-to-end RFX process, including contract award process, as well as category and commodity management.
- Lead scope, time, and budget for new product launches, including field training, code building, marketing, and images.
- Utilize Microsoft Office skills to create PowerPoints (decks) presentations for annual supplier reviews, new products, and executive meeting updates. Partner with other departments and executive teams on cost and supplier performance; identify and establish cost savings opportunities across supply commodities.
- Provide weekly and monthly analysis reports for products and vendors; provide support to field for issues concerning suppliers, high-dollar invoices, and product questions. Assist in resolving supplier payment issues and discrepancies.

## FACEBOOK INC., 2021

**Supplier Master Analyst (Contract)**

- Prepared documentation for supplier cases, which included gathering all missing and required documents. Prepared validations for domains and tax ID check, sending documents as needed for translations and sanctions checks.
- Managed and onboarded over 100 suppliers monthly, including new procure-to-pay (P2P) suppliers. Prepared and analyzed documentation from global suppliers.
- Oversaw action supplier/requestor onboard and modifications escalations, including updates to contact information, banking information, and payment details. Spearheaded Supplier Registration board and tools for case inquiries.
- Supported team in resolution of supplier master-related queries. Collaborated with suppliers and stakeholders when supplier master changes or verifications were needed.
- Implemented process improvements and cost out initiatives for financial services and systems. Remained up to date on knowledge of global business requirements and regulations.

## MATTRESS FIRM CORPORATE, 2018 – 2020

**Procurement Specialist, 2019 – 2020**

- Examined existing processes, identified weaknesses, and assisted with developing sourcing strategies that met company's goals and objectives. Provided analytic support to sourcing manager in making final vendor selection and award decisions.
- Managed and coordinated purchase of over \$8M in direct materials. Established and maintained effective business relations with suppliers, evaluating and recommending procurement and sourcing decisions to management.
- Ensured that all products were sourced at highest quality and lowest possible price, analyzing spends to determine best suppliers. Assisted strategic sourcing team in conducting market and supplier research and analysis; interacted with vendors, sourcing team, and business to address vendor questions/clarifications regarding requests for quote (RFQs).
- Oversaw, coordinated, and monitored competitive bidding process to ensure all activities complied with industry regulations and that most-qualified supplier was selected to obtain maximum value benefit.
- Participated in development and analysis of bid responses; facilitated companywide RFP/RFQ, and request for information (RFI) process for IT, digital, marketing, logistics, and payroll.
- Analyzed new and existing suppliers; confirmed compliance, identified new suppliers. Participated in negotiations with vendors and suppliers; reviewed contract renewals and established best price and terms available.

**Supplier Analyst (Contract), 2018 – 2019**

- Performed regular analysis of internal documents to ensure compliance with industry trends; identified, reviewed, and audited open and past due purchase orders.
- Generated and maintained standard operating procedures (SOPs) for compliance issues. Monitored vendor performance on regular basis; measured and drove compliance improvements, scorecards, and costs.
- Collaborated with stakeholders and other departments to promote effective communication, vendor performance, service delivery, and ongoing relationships.
- Implemented vendor compliance and requirements, communicating with them regarding missing or incorrect electronic data interchange (EDI) documents.
- Created more efficient process for returning merchandise for all direct delivery products. Developed return survey for vendors, analyzed data from survey into analysis report, and presented data to team for further analysis.

## FRANCESCA'S CORPORATION, 2014 – 2018

**Logistics Manager**

- Rebuilt logistics department by developing and implementing standard processes for vendors when requesting routing and compliance. Created and led operational procedures for activities such as verification for all incoming shipments.
- Oversaw \$4M monthly/yearly freight budget and successfully completed year \$417K under budget. Led and directed all inbound freight for supply of 738 stores and worked with 500+ vendors to schedule daily shipments.
- Improved daily shipments by creating truck schedules, tracking daily shipments, and updating warehouse team. Ensured efficiency via creation of minimum deadline and turnaround time for submitting requests and receiving confirmations.
- Determined production schedules and timelines with buyers. Scheduled 30 to 100 shipments per day via less than truckload (LTL), full truckload (FTL), and bulk transportation.
- Established best quality and rate; conducted regular searches for lower rates and cost-effective measures. Interviewed over 20 prospective transportation companies to find new primary carrier.

- Designed spreadsheet for previous invoices to ensure shipments were not paid multiple times. Requested daily quotes to ensure budget was met, reviewed all freight invoices, and approved or disputed charges.
- Partnered with buying team and merchandise department for weekly updates and order status. Conducted in-depth analysis of purchase orders for routing; ensured ship window and cancel date were enforced.
- Maintained communication with allocators as well as buying and warehouse teams to ensure needs were met and decisions were made for the benefit of entire company.

Additional role: FACEBOOK INC., **Supplier Master Analyst (Contract)**

## EDUCATION & TRAINING

**BA, Communications Studies (Organizational Communication Emphasis)**, Texas State University, San Marcos

**Candidate, Global Procurement and Sourcing Certificate**, Rutgers University (March 2023)

**Data Analytics Certification**, Brainstation

**Technical Skills:** Coupa, HMIS, Tableau Software, SQL, SAP, SAGE, JDA MMS System, SharePoint, Dcentral (EDI), SmartLogix, Microsoft AX, SPS EDI System, Microsoft Office Suite, Smartsheets

**Community Involvement:** Houston Urban League Member, Angels Surviving Breast Cancer Active Volunteer, Houston Area Women's Center Domestic Violence and Sexual Abuse Hotline Advocate