

QUALIFICATION HIGHLIGHTS

A procurement professional, specializing in preparing, negotiating, and executing purchase agreements, collaborating closely with teams to deliver optimal sourcing solutions. Excels in communicating performance expectations to suppliers, monitoring metrics for evaluation, executing complex purchase agreements, managing vendor relationships, and maximizing cost-efficiency through strategic procurement processes. Adept at managing both production and out-of-production high-impact vendor proprietary spare parts, thereby significantly contributing to overall cost savings. Skill set includes strong negotiation skills, supplier management expertise, and proficiency in utilizing various order management tools.

Experience

PROCUREMENT AGENT LEVEL II | THE BOEING COMPANY | 07/2022 TO PRESENT

Currently supporting BGS-C's Not Top Tier Vendor Proprietary Contracts involves contracting both in-production and out-of-production spares for vendor proprietary parts. This includes managing spare part price catalogs and utilizing previously established contracts for spare discounts. The role requires sourcing, negotiating contracts with vendors, and maintaining contracts while maximizing cost-efficiency through leveraging discounts provided by BCA. Strong negotiation skills, supplier management expertise, and a keen understanding of procurement processes within BGS are essential for this role.

Previously supporting BGS-C's Top Tier IPT—PPG/GKN Contracts Team involves identifying out-of-production parts and generating requests for quotes for long-term strategic agreements. This also includes executing pricing and contractual terms and conditions negotiations with suppliers to meet customer requirements. Also having supported BGS-C's Top Tier IPT- Safran Transactional Team, initially as part of the Supply Chain Foundation Program, involves preparing, negotiating, and executing proprietary purchase agreements. It also entails partnering with Program and Engineering members to provide the best sourcing solutions, communicating performance expectations and metrics to evaluate and monitor supplier performance, responding to supplier inquiries about order status, changes, and/or cancellations, developing requests for quotations, analyzing supplier responses, negotiating awards, and maintaining contracts. This role includes continuous review and analysis of demand and supply, preparing and executing proprietary information agreements, supporting sourcing strategies, negotiations and documenting of contracts and agreements.

PROCUREMENT AGENT LEVEL II | THE BOEING COMPANY | 09/2021 TO 07/2022

Supported the US Navy MQ-25 program, as part of the Supply Chain Foundation Program, by preparing, negotiating, and executing proprietary purchase agreements. Partnering with Program and Engineering members to provide the best sourcing solutions. Communicates performance expectations and metrics to evaluate and monitor supplier performance. Respond to supplier inquiries about order status, changes, and/or cancellations. Develop requests for quotations, analyze supplier responses, negotiate awards, and maintain contracts. Performs continuous review and analysis of demand and supply. Prepares and executes proprietary information agreements. Supports sourcing strategies, negotiations and documenting of contracts and agreements.

REPAIR ORDER MANAGER | THE BOEING COMPANY | 7/2020 TO 09/2021

Manage and support repair orders for several commercial derivative programs for different military branches around the world. Monitoring and evaluation of all repair order issues. Responding to customer inquiries by researching status of shipments in the repair cycle. Collecting and analyzing data to identify and implement enhancements to order management processes and tools. Working with contracts, finance, and asset management to resolve all issues the customer has with orders in the repair cycle. Ensuring an appropriate order flow with the compliance to organizational policies. Utilizes both military and civilian order management tools.

SUPPLY CHAIN SPECIALIST | THE BOEING COMPANY | 9/2019 TO 07/2020

Being the main point of contact to resolve incoming shipping discrepancies with Boeing suppliers. Team with Boeing suppliers to promptly (less than 5 days) resolve shipping grievances Answer email inquiries from internal and external suppliers. Provide appropriate resolutions for a variety of grievances. Process and investigate non-conforming rejection tags. Contact suppliers for recoveries on delinquent orders, missing documents or parts, and return material authorization information. Perform, meet, and maintain established SLA (Service Level Agreements) for the company's policies of the contracts being supported. Stays up to date on program changes and informational updates. Works with Microsoft owned tools and websites, OneSAP, NWP, MRCM, and other Boeing used programs. Complies with company set procedures. Respond to supplier issues by troubleshooting and problem solving with necessary teams to resolve discrepancies.

TRANSACTION/PROCUREMENT SPECIALIST | VETERANS TRADING COMPANY- BOEING | 5/2017 TO 09/2019

Being the single point of contact for select Boeing suppliers program escalations and inquires. Answer email inquiries from internal and external customers or suppliers. Provide appropriate feedback to all supplier contacts. Process and investigate supplier queries. Contact suppliers for improved schedules, delinquent orders, and order conformations. Perform, meet, and maintain established SLA (Service Level Agreements) for the company's policies of the contracts being supported. Stays up to date on program changes and informational updates. Works with Microsoft owned tools and websites, OneSAP, ERP, SONIC, and other Boeing used programs. Complies with company set procedures. Enter, track and monitor customer/replenishment order. Respond to customer issues by troubleshooting and problem solving with necessary teams to resolve discrepancies.

Education**BS- OPERATIONS MANAGEMENT | EST. 09/2025 | SOUTHERN NEW HAMPSHIRE UNIVERSITY**

3.93 GPA, Concentration in Project Management

AAS-INTERNATIONAL BUSINESS AND TRADE | 06/2021 | HIGHLINE COLLEGE

3.93 GPA, Phi Theta Kappa 2020-2021, President and Vice President's Honor Roll 2019-2021, Legacy Scholar Award 2021

HIGH SCHOOL DIPLOMA | 06/2011 | TAHOMA SENIOR HIGH SCHOOL

General Education Classes, as well as American Sign Language and Family/Child Studies

REFERENCES

Haney Hassan, (609) 712-3749, Current Supervisor

Cherie Gwinn, (425) 728-9711, Previous Supervisor

Kelsey E. Aberle, (314) 239-0272, Previous Supervisor