

Sonia Guzman

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PROFESSIONAL SUMMARY

Education background as Industrial Engineer, gained professional experience in Procurement and Sourcing area. Highly motivated and positive individual with great organizational and communications skills. Analytical performer with price dispute resolution experience. Knowledge of filling systems and standards. Excellent organizational and analytical skills, with attention to detail. Able to multi-task and efficiently manage changing priorities.

SKILLS

- Purchasing
- Price negotiation
- Cost Reduction
- Vendor Management
- Effective communication
- Planning and execution

WORK HISTORY

SOURCING ANALYST | *11/2018 to Current*
CBRE ARGENTINA | Buenos Aires, Capital Federal

- Solid track record in establishing regional Contracts that focus on Performance and negotiated savings for all categories of Services. Work closely with Global Business Facility Managers. Prepared solicitations competitive bids. Quotations and proposals with pertinent. Administered contracts and leases ranging in value. Managed RFI / RFP / RFQ. Contributed in savings through supplier negotiations and use strategic analysis. Coordinated with vendors to get quotes for purchases, evaluated quotes, and presented results to executive leadership. Developed and built relationships with key suppliers and measured suppliers performance using data based on cost, quality and service level metrics. Re-negotiate contracts with suppliers to produce better savings and further value for spend.

PROCUREMENT ANALYST | *08/2017 to 09/2018*
INTERNATIONAL HEALTH SERVICES | Buenos Aires, Capital Federal

- Verified accuracy of Purchase Orders on SAP. Assisted with special IT projects as needed. Implemented controls that centralized purchasing to improve productivity by 9%. Provided supplier report trending to ensure costs, services and products are compliant based on agreement. Conduct periodic updates with portfolio leads to ensure understanding of compliance procedures.

Assisted in negotiations with vendors on product pricing and terms. Negotiated terms and conditions with vendors to ensure optimum price, competitiveness and high-quality products. Created Purchase Requisitions and Purchase Orders in SAP necessary for the acquisition of materials and services. Performed sourcing, liaising and negotiating with new and existing suppliers to improve business

COMEX PROCUREMENT | *02/2017 to 06/2017*
HUNTER DOUGLAS ARGENTINA | Buenos Aires, Capital Federal

- Develop relationships with logistics vendors and work with warehouse operations manager to establish operations requirements. Execute cost-analysis to control costs and actualize plans to reduce freight costs. Tracked special orders to ensure fulfillment, reviewed planned orders, and recommended processes for future orders. Maximized budgets by eliminating overstock and obsolete materials. Communicated with accounting and finance departments to obtain payment approval. Worked with plant manufacturing operations and logistics teams, suppliers, and demand planning department. Reviewed delivery orders and evaluated availability and lead times. Tracked all orders placed with suppliers and inspected materials upon delivery to ensure that orders have been filled correctly and goods met specifications. Responsible for tracking and delivery of goods in association with the Delivery Management team

PROCUREMENT ANALYST | *02/2015 to 09/2016*
Panama Trade | Panama

- Negotiated terms and conditions with vendors to ensure optimum price, competitiveness and high-quality products. Created Purchase Requisitions and Purchase Orders in SAP necessary for the acquisition of materials and services. Pursued short- and long-term relationships with external vendors. Execute cost-analysis to control costs. Prepared solicitations quotations and proposals. Administered contracts. Provided support to various departments related to accounting, finance, and Delivery Management

PROCUREMENT ANALYST | *05/2013 to 01/2015*
SUPEROFFICE | Venezuela

- Negotiated terms and conditions with vendors to ensure optimum price, competitiveness and high-quality products. Created Purchase Requisitions and Purchase Orders in SAP necessary for the acquisition of materials and services. Execute cost-analysis to control costs. Prepared solicitations quotations and proposals. Pursued short- and long-term relationships with external vendors. Execute cost-analysis to control costs

INTERN | *10/2012 to 02/2013*
PETROQUIMICA DE VENEZUELA | Venezuela

- Provided one-on-one customer assistance in the selection and purchase of merchandise that best met the client's needs. Minimized customer complaints by offering expedient, as well as positive, resolutions to client issues. Also, assisted customers via telephone regarding merchandise inquiries and availability. Coordinated and processed purchase orders and documentation. Assisted customers with inquiries, issues, and complaints.

ANALYST | *08/2007 to 09/2012*
SISVENCA | Venezuela

- Assisted procurement manager with buying duties. Prepared purchase orders for suppliers. Checked bills for accuracy against purchase orders. Readied purchasing files, prices lists, and reports. Looked over accuracy of shipments upon arrival. Evaluated supplier bids for best match. Reviewed orders for accuracy. Communicated with suppliers for changes in shipment, including expedited shipping for shortages. Tracked statuses of orders. Answered supplier questions regarding order changes, status, and cancellations.

HR ASISTANT | *08/2005 to 05/2007*
MACUSA | Venezuela

- Managed the full cycle recruiting process, including sourcing, screening and interviewing candidates. Assisted in employee hiring and firing process. Provided administrative support to HR Director. Maintained employee's files, accurate records and confidentiality

EDUCATION

BEng.: Industrial Engineer, Instituto Politécnico Santiago Mariño. Barcelona, Venezuela - 07/2013