

Alba Albarracin, BS

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PROCUREMENT, CONTRACTING AND SUPPLY CHAIN

Resourceful and driven professional lead with a balance of strategic planning purchasing, supply chain, and process improvement expertise. High Integrity, Dedicated, Driven & Resilience, Visionary & Confident, Strategic & Pragmatic.

Insight-driven, passionate, analytical, strategic professional with a proven track record of successfully optimize-execute purchasing & supply chain plans and strategies, critical in-depth negotiations, influencing and minimizing risks and costs, and strategic insights to guide and inform high-level decisions. Exceptional team player and talent cultivator; continually challenges, mentors, and inspires team members to meet or exceed their professional objectives. Bilingual (English/Spanish)

- Purchasing & Contract Management
- Supply Chain & Logistic Management
- Cost-Reduction & Minimize risks
- Effective Negotiation
- Estimating and Budgeting
- Supplier Relationship Management
- Project & Program Leadership
- Mentor/Coach/Facilitator
- Effective Communication
- Business intelligence
- Cross-Functional Collaboration
- Oil, Automotive & Steel Industry Expertise
- Data-Driven Decision Making
- Analytical Problem Solver
- Strategy Formulation & Execution

- ✓ **Leads with drive and vision;** aligns teams toward tactical goals and strategic priorities using a Coaching leadership approach.
- ✓ **Excellent Data Management and analysis;** able to optimize and translate data into insightful information for decision making.
- ✓ **Areas of interest:** Supply Chain Management, Procurement Management, Contract Administration, Logistics and Production Planning.

PROFESSIONAL EXPERIENCE

2022 - 2023: FURNITURE SYSTEMS AND CUBICLES. Company • Houston/Texas

Fully integrated Office Furniture and Cubicles Solution company with a value chain that runs from design, manufacture and installation to customers all around the country.

SENIOR BUYER

Managed all aspects of purchasing, inventory control and vendor management activities – including forecasting, monitoring, reporting, and analytics – impacting 8 Critical Purchase Agreements and 16 projects completed successful. Purchased, negotiated and produced weekly purchasing and inventory control report (including all projects forecast production figures and all receiving and deliveries) to support the Finance Department’s reporting efforts.

- Managed the company day-to-day purchasing activities and worked closely with Operations and Sales to manage and administer the production and delivery program. Purchase order processing at external suppliers.
- Conducted deep dives to identify and periodically capitalize on workflow optimization opportunities; developed and standardized more than 5 policies and procedures (Purchasing, Vendor assessment, RMA returns, Sample supplies, etc.)
- Implemented and optimized the reconciliation of open purchase orders weekly to ensure no outstanding issues from vendors and reinforced the cash flow policy.
- Reduced the time to prepare purchase orders, reviews of requisition for goods and services, ensured 98% on time delivery and high customer satisfaction.
- Evaluated, negotiated and re-negotiate yearly and semi-annual price rates, terms, and product availability with and existing vendor (total 85% of critical vendors) or new suppliers. Provided supplier selection.
- Coordinated the receipt of required materials, monitoring delivery status, updating system, and communicating with Production and Sales (98% effectiveness). Acted as the interface between internal stakeholders and suppliers.
- Oversees the ordering, receiving, stocking, inventory management, provision and return.

2015 - 2021: ARCELOR MITTAL - UNICON. Company • Venezuela

UNICON is an ERW welded steel tubes producing leading company and reliable supplier to the oil, construction, metalworking, automotive, and industrial industries (National and Export markets). Acquired by ArcelorMittal in 2008 (main steel and mining producer worldwide).

Procurement, Supply Chain and Logistics Director

Lead Strategy Steel Tubes and Structures production raw material procurement, goods and services procurement, supply chain, logistics, forecasting process, and production planning for approximately 15MT/Steel per month across two transformation plants. Leveraged Unicon’s Capacity Distribution Planner system to develop short-term steel tubes and structure production forecasts- and scenarios. Enhanced the steel value chain by incorporating all steel required to meet domestic steel tubes and structures market demand requirements. Managed procurement and logistics for timely delivery of raw materials, goods and service contracts (5M \$). CAPEX/OPEX/MRO.

- Implemented a new international source of raw material supply guaranteed quality and continuity. Designed an innovative and creative land logistics process, achieving delivery times required by the manufacturing area while keeping the costs of production and sale of the final products. Succeeded, monitored On-Time delivery performance of external partners, and developed more than 15 raw material international supply logistic plans per year.
- Effectively implemented supply chain management controls, streamlining operations while confirming smooth process implementation and coordinating work efforts with Engineering, Manufacturing, Finance and Marketing to ensure of integration

and completion of products. Supported Non-Conformance resolution with external suppliers in cooperation with internal Quality Management. Optimized supplier platform, saving 5% yearly.

- Influenced suppliers' manufacturing process, technology decisions, and policies to find mutually beneficial and sustainable for both organizations by leveraging the volume.
- Managed procurement and logistics for timely delivery of raw materials, goods and service contracts (5M \$). CAPEX/OPEX/MRO.
- Skillfully negotiated agreements in a timely manner, and managed tough vendor situations and sensitive relationships ensuring value and minimizing risk. Supported target costing and ensured on-time delivery.
- Managed cost savings and performance measurement systems for supplier contracts. Tracked, analyzed, and reported cost savings against capital expenditure, and contract spending commitments. Utilized and managed reporting procedures that met the internal needs of Business stakeholders, Finance, Legal, Procurement, and Audit.
- Managed all planning, forecasting, and scheduling activities related to tubes & structure steel production and cargo deliveries to meet sales goals and KPI objectives across two plants.
- Worked closely with Operations and Sales to develop and managed the production plan, delivery program and targets.
- Leded plans for the Manufacturing Department encompassing changes to production targets or plant operations.
- Conducted in-depth assessments of inventory and production rates to ensure alignment with the production plan.
- Provided consultative guidance and actionable recommendations for the Executive Committee to capitalize on production maximization opportunities.

2011 - 2015: REPSOL, Company • Venezuela

PETROCARABOBO-Crude Oil Development Project Joint Venture between PDVSA, Repsol, Petronas, ONGC Videsh and Indian Oil Corporation.

Contract Administrator (2014 – 2015)

Managed all aspects of contract administration activities - including forecasting, monitoring, evaluating, reporting, of all Logistic Service Contracts. Coordinated with others business units to ensure compliance with contract requirements as well as achieved for each agreement the procedures were followed for the integrity of the company contract management database and records administration policies.

- Performed Post-Award Contract administration of good and logistics' service contracts to ensure on time delivery and completion within budget and scope, included contractor actions, compliance and terminations.
- Developed scope of work, prepared budgets, monitored progress and kept stakeholders informed ensuring proper planning, performance and control within quality and safety standards.
- Leded meetings with multidisciplinary team and contractors to review the contract's performance, objectives and KPIs.
- Properly closed each assigned contract at the appropriate time and within the approved budget, achieved saving (5%).
- Promoted safety awareness following safety procedures to reduce or avoid accidents.

Purchasing & Contracting Management Control Specialist (2011 – 2014)

Managed procurement and logistics for timely delivery of goods and services contracts to ensure timely completion within budget and scope. Designated scope of work, prepared budgets, monitored progress, and kept stakeholders informed, ensuring proper planning, performance, control within quality and safety standards, and proposed an integrated Key Performance Indicators (KPIs).

- Reduced supply chain costs by more than 15% by sourcing new vendors and negotiating key contracts. Made recommendations and provided sourcing related input in support of enterprise financial objectives.
- Drafted, redline and negotiated master agreements, work orders, change orders, service agreements and confidentiality agreements in accordance with the Legal Guideline to improve the logistics of company operations covering: material procurement, materials, services and personnel. A 10% cost reduction was achieved.
- Conducted in-depth reviews purchases and data to ensure that contracts were maximized to deliver the most cost-effective savings. Supported the usage and further expansion of procurement digitization tools.
- Reviewed and approved a comprehensive list of suppliers for bid processes developed by analyzing to understand trends and, competitive positioning in order to ensure selection of the best possible supply base.
- Developed and implemented mitigation measures - action plans to close performance gaps identified from Performance Evaluation of critical suppliers, and developed improvement measures.
- Worked on an on-going basis conducting analysis of services and material pricing, supplier performance, supplier development, supplier transition plans, and cost reduction opportunities.
- Coordinated, communicated, and maintained all dates and information to ensure an accurate, on-schedule, and economical processing and optimized supply regarding customer needs.

ADDITIONAL ROLES: ExxonMobil de Venezuela: Logistics Contract Administrator/ HR Adviser/ HR Analyst.

Automotive Assembly MITSUBISHI: Purchasing and Supply Chain Manager/ Assistant Purchasing Manager

Others: Quality Management / Account Executive / Audit Management / Logistics Manufacturing Planner.

EDUCATION

UNIVERSIDAD CATOLICA ANDRES BELLO
Industrial Relations Bachelor

Diploma: Project Management, Ontological Coaching,
Negotiation Strategies, Persuasion & Positive Influence

Knowledge of: ISO 9001 and ISO 14000

Technology: Microsoft Office, SAP R/3, Teams, SQL Essentials, and Fishbowl.