

# Viviana Varela

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## **Objective:**

Bilingual (English & Spanish), detail-oriented, organized Operations Professional seeking opportunities to positively impact a high performing organization. Proven track record of dedication to the organization's mission, creative problem-solving, outstanding work ethic, and high detail orientation. Ability to effectively partner with and support C-Suite executives, front-line employees, customers, and suppliers. Extremely driven and self-motivated.

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## **Experience:**

### **Beehive Industries Inc.**

Deerfield Beach, FL

September 2020 - Current

#### **Office Operations Manager**

One of the first employees hired to start an additive manufacturing aerospace company. Provided administrative support and operational expertise in the formation of the company and commissioning of our first engineering/manufacturing location. Duties included but not limited to:

- Developed and implemented initial processes, policies, and procedures in areas such as procurement, accounts payable, vendor management, lease & rent, facility construction & build out, and capital equipment planning.
- Directly supported Chief Executive Officer in areas such as calendar management, expense reporting, Board Meeting logistics, mergers & acquisition support, and customer engagements. Trusted to provide support on many different, highly sensitive, and confidential matters.
- Served as the company's point of contact for vendors, service & utility providers, and landlord(s). Responsible for building and maintaining productive relationships and ensuring the company's needs were satisfied.
- Worked with VP, Operations to coordinate and manage a complex facility build-out, equipment maintenance needs, and overall capital improvements to the facility, infrastructure, and equipment.
- Served as the sole point of contact for procurement, including purchasing, accounts payable, and fulfillment of equipment and raw materials until a bona fide Procurement dept. was established.
- Entered and processed all Purchase Orders on time, accurately, and in accordance with the company's approval guidelines.
- Responsible for the onboarding process providing new hires with a meaningful employee experience since day one.
- Participate actively in the planning and execution of company events.
- Developing and promoting activities to ensure positive workplace culture including Diversity and Inclusion
- Support company transformation initiatives to drive employee engagement.
- Manage internal employees' communications.

### **S&K Logistics Services, LLC**

Davie, FL

May 2018 – August 2020

#### **Procurement Specialist**

- Provide complete logistical support between the Defense Logistics Agency (DLA) customer and approved Sources of Supply (SOS) and Sources of Repair (SOR) on all spares and maintenance repairs.
- Use established processes, Maintenance Information System and applicable databases for processing items to the SOS/SORs and coordinate expedited deliveries on all urgent items. Interfaced with team members, management, and the DLA customer on requirements, CDRLs, and other matters as needed.
- Managed a wide range of supply chain related duties as required by the Program Manager.
- Researched and identified alternate SOS/SORs to improve performance and value to customers.
- Ensured all procurement activities were accurately documented in accordance with SKLS standard operating procedures; provided data and reports as required; took initiative to follow-up on orders to ensure timely delivery of repaired items.
- Research, identified, select SOS/SORs for spares and repair of individual components based on past performance, price, and capabilities.

- Provide leadership and guidance to assigned team members; assessed individual performance and helped develop and facilitate performance improvement plans as needed.
- Monitored and managed performance of authorized SOS/SORs to ensure repairs were completed on time, on budget, and in accordance with customer requirements.
- Represented the company at scheduled events. Traveled in support of conferences, meetings, reviews, and other related activities.
- Identified, corrected, and investigated potential obstacles to achieving contract requirements, including substandard performance, delinquent repairs, pricing issues, and customer satisfaction.
- Evaluated suppliers based on price, quality, and delivery.
- Negotiated agreements and purchasing terms for efficient procurement of materials.
- Managed and maintained a comprehensive document control system to ensure proper record retention and data availability.

**Equus Logistics, LLC DBA Altum Aerospace,**

Sunrise, Florida

April 2011 – December 2017

**General Manager** (January 2015 – December 2017)

- Responsible for the overall operation of the organization, including the provision of adequate resources, infrastructure, and equipment.
- Identified and implemented improvements to the Quality Management System, resulting in improved quality performance.
- Led efforts for the facility to be granted ISO 9001:2015 certification.
- Monitored suppliers performance level to keep on time delivery on track.
- Responsible for company-wide financial performance.
- Acted as a liaison between site employees and executive leadership, disseminating information and ensuring all goals and objectives were achieved.
- Managed accounts receivables, accounts payable, and payroll
- Oversaw recruitment, selection, on-boarding, and training of all new employees.
- Facilitated the training and evaluation of employees' performance through formal performance appraisals on a monthly and annual basis.
- Developed strategic growth plans based on operational, market, and financial data.
- Ensured company finance and accounting practices were compliant and conducted in accordance with company policies and regulatory requirements.
- Constantly monitored customer service environment and ensured that all customer issues were resolved in a timely and effective manner.
- Held regular meetings with site employees to provide pertinent updates and state of the business.

**Operations Manager** (September 2012 – December 2014)

- Responsible for organizing, preparing, soliciting, evaluating, and submitting aircraft parts bids to U.S. government.
- Revised and processed government contracts.
- Processed purchase orders with suppliers.
- Followed up with suppliers until orders are received.
- Solved any order discrepancy that may arise.
- Responsible of the Quality Manual making sure all processes are being followed.
- Oversaw the day-to-day operations.

**Sales & Administrative Support** (April 2011 – September 2012)

- Provided sales and administrative support in response to RFQs (request for quotes) from the U.S. government and government contractors.

**Education:**

**Pontificia Universidad Javeriana** – Cali, Colombia

December 2000

Bachelor of Business Administration with an emphasis in Marketing

**Skills / Additional Experience:**

- Spanish (native), English (fluent)
- Florida Notary Public
- Superb organizational skills and attention to detail
- Team leadership
- Budget control
- Problem solver and critical thinking
- Initiative, Self-Starter
- Multi-tasker
- Relationship builder. people person
- Achievement and Customer Service Orientation
- Able to work under no supervision
- Windows, Microsoft Word, Excel, PowerPoint, Outlook, Business Works, Quickbooks Pro, Navision, Quantum, Rippling, ATS, CultureAmp
- 4Kids Volunteer