

Jenny Boerner

Saint Paul, MN

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Summary: Motivated Full Stack Web Developer seeking an opportunity to provide technical skills within a development team. Talented in fostering relationships and providing successful results for both internal and external stakeholders.

Core Competencies

- **Technical Skills:** HTML, CSS, Bootstrap, JavaScript, JSON, jQuery, Node.js, Express, MySQL, SQL, Ajax, Handlebars, Java, Heroku, Git, SharePoint Development, SharePoint Development, InfoPath Forms, Nintex Forms, and Oracle and IFS ERP systems.
- **Communicative:** Strong interpersonal and communication skills. Able to effectively manage complex situations by negotiating issues clearly and quickly, and by proposing strategic, win-win solutions.

Professional Experience

Project Procurement Manager

2016 - Current

ENERGY SYSTEMS GROUP, Eagan, MN

- Participate in the system roll-out of an IFS EFP software solutions.
- Programmed and maintain a SharePoint solution that auto-populates contract templates, maintains master agreements, tracks procurement status, and routes documents for signature.
- Negotiate and execute a wide variety of multi-million dollar contractual instruments, including federal construction subcontracts, service agreements, non-disclosure agreements, service and purchase orders.
- Ensure compliance with all customer and vendor contract requirements including bonds, insurance, payroll reporting, acknowledgements, payment applications and small business goals.
- Lead project teams in prudent acquisition planning including identifying qualified subcontractors, issuing RFP's and RFQ's, bid analysis and subcontract awards.

Procurement Team Lead, Supply Chain Management

2015 – 2016

ENBRIDGE ENERGY, Duluth, MN

- Programmed and developed a material requisitioning system to improve efficiencies and maintain strong oversight of multiple ongoing capital projects.
- Coached, mentored and developed a team of five buyers purchasing the electrical and valve commodities that supported all major projects throughout the US, resulting in \$200 million dollars of spend per year.
- Collaborated with Project Management to forecast material requirements and provide procurement support for current and upcoming projects for all commodity groups.
- Travelled throughout the US to onboard engineering service providers to Enbridge's material requisitioning, technical bid evaluation, and approval drawing processes.
- Provided input to project charters, baselining project schedules, developing risk registers, and project stage gate reviews for many projects, including a \$2.5 billion-dollar project.

Buyer & Senior, Supply Chain Manager*2012 – 2015*

ENBRIDGE ENERGY, Duluth, MN

- Managed multi-million dollar accounts purchasing booster pumps and motors in excess of \$10 million dollars annually.
- Assisted senior management throughout the transition of moving from a project centric to a centralized supply chain team.
- Reviewed proposals, negotiated terms, recommended suppliers, analyzed trends, followed up on orders placed, verified deliveries, approved payments, and maintained necessary records.
- Participated in improvement and consistency projects creating RFP/RFQ templates, Buyer checklists, reporting standards guidelines, supplier award/decline templates, and many more.
- Acted as the department Change Agent throughout the transition of an Oracle System upgrade.

Education: **Full Stack Web Development Certificate**
UNIVERSITY OF MINNESOTA

Estimated Award: March 2019

Bachelor of Science
UNIVERSITY OF WISCONSIN SUPERIOR
Major: Accounting

Awarded: 2011

Professional
Certification: **Certified Professional in Supply Management (CPSM)**
INSTITUTE FOR SUPPLY MANAGEMENT

2017