**416 Richard Ave.**

**New Iberia, LA 70560**

**337-967-6121**

**Ldryder23@gmail.com**

## Lisa R. Buckley

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| **Objective** |  | **Accomplished and respected Procurement Coordinator & Account Manager with 14 years combined sales and purchasing experience in Oil & Gas PVF Supply, fabrication & offshore construction. Seeking results oriented, competitive company that will respectfully utilize my current skills and enthusiasm, as well as provide the opportunity for growth and advancement.** |

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| |  |  | | --- | --- | | **SKILLS & ABILITIES** | * **Excellent verbal and written communication skills.** * **Lead, collaborate and coordinate optimal project completion.** * **Effectively and efficiently engineer and implement Procurement & Supplier management protocol.** * **Source, network and negotiate with vendors, to ensure price adjustments and access to retail cost.** * **Design, create and implement formulated estimation, sales, purchase and rental requisitions using Excel Workbooks.** * **Negotiating and executing contractual documents including but not limited to Master Service Agreements, Statements of Work, and Letter Agreements.** * **Prepare and maintain cost analysis & data-entry reports.** * **Extremely organized and highly adaptable in high stress situations.** * **Ability to identify and comprehend engineered DWG’s and MTO’s.** * **Advanced software knowledge: Microsoft Office Pro (Excel, Word, Outlook, Power Point, Access).** * **Additional software experience: MICROSOFT DYNAMICS AX, PROFIT 21, ACCUTECH** | |

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| **Work History** |  | **PROCUREMENT COORDINATOR & ESTIMATIONS 02/2018 -Present**   * **Wilkinson technologies ltd, 201 Rousseau Rd. Youngsville, LA**   **ACCOUNT MANAGER / sales 05/2017 – 01/2018**   * **DIAMOND OILFIELD SUPPLY, 201 Cummings Rd. Broussard, LA**   **ACCOUNT MANAGER / SALES 02/2017 to 05/2017**   * **WHITCO SUPPLY, 2869 Grand Caillou Rd. Houma, LA**   **ACCOUNT MANAGER / SALES 01/2009 – 02/2017**   * **SUPERIOR SUPPLY & STEEL, 217 Darnall Rd. New Iberia, LA**   **ACCOUNT MANAGER / Sales 09/2006 – 06/2009**   * **A & B VALVE & PIPING SYSTEMS, BROUSSARD, LA** |
| **Education** |  | Bachelors of General Studies: Concentration, Business Management  Graduate: May, 2005, University of Louisiana at Lafayette |
| **REFERENCES** |  | **KENNY CEFALU – CFO, WILKINSON TECHNOLOGIES, LTD** [**kcefalu@wilkinson-usa.com**](mailto:kcefalu@wilkinson-usa.com)  **ANDY POIENCOT – BUSINESS ASSOCIATE & COLLEAGUE, EXPRESS SUPPLY & STEEL** [**andy@expresssteel.net**](mailto:andy@expresssteel.net)  **CHERAMIE BREAUX – COLLEAGUE & SETTLOR, ECKMA TRUST** [**chamoo@lusfiber.net**](mailto:chamoo@lusfiber.net) |