

Procurement Coordinator Procurement Coordinator Procurement Coordinator - Northrop Grumman
Phoenix, AZ Work Experience Procurement Coordinator Northrop Grumman - Chandler, AZ July
2018 to Present Expediting experience managing the buying process from RFQ to Close Out Most
recently supporting FAR/DFAR acquisition for the Launch Vehicles Group of Northrop Grumman,
purchasing and negotiating for programs including the NASA Antares, Minotaur Rocket,
Ground-based Midcourse Missile Defense Program (GMD), Air Force Heavy Lift, Omega Space
Capsule and other aerospace and rocket-centric programs Worked on needs for the Quality,
Manufacturing, Test and Integration teams by submitting RFQ's and negotiating, executing and
expediting purchase orders and change orders Strong experience with MRP and ERP data
management systems including Deltek/Costpoint, SAP and Oracle; excellent skills with MS Office
and MS Excel FAR 12 and FAR 15 Compliance in procuring commercial good including COTS,
FAR 15 -Source Selection process, RFP, RFI, pricing negotiations, DFAR -DOD procurement
processes, including justifications and SOW, Unique Item ID within excel create and manage
databases, create charts and graphs, use pivot tables, and use advanced functions such as
Vlookup Have managed as many as 1500 open PO's on a daily basis, Background with mechanical
metal parts, machined parts and fabrication, Evaluate bids and proposals and make award
recommendations, Establish, maintain, and monitor supplier agreements, Research, evaluate,
recommend, integrate, and replace/terminate suppliers, Experience reviewing drawings, diagrams,
prints and schematics Purchasing Assistant Troxell Communications - Phoenix, AZ April 2016 to
July 2018 Reported to Director of Purchasing and assisted in day to day operations of purchasing
department. Main responsibility is accuracy of 1000+ daily POs, responding to vendor questions,
discrepancies and conducting research on variances. These modifications included, pricing
updates, special Registrations, incorrect SKUs or updated prices. Managed multiple outlook mail
boxes and responded to over 100+ daily e-mails. High level of organization skills needed to follow
up with customers, account executives and other departments to resolve issues. Product Database
Administrator Troxell Communications - Phoenix, AZ September 2015 to April 2016 Maintained
and managed product database of over 200,000 SKU's representing over 200+ manufactures and

distributors. Reported directly to the Director of Purchasing and was a key member of the team responsible for over 200+ SKU's modifications and adjustments on a daily basis. These modifications included, pricing updates, special Registrations or promotions, bundles and discontinued product updates. Supported our database functions with daily vendor uploads of several hundred SKU's at a time. Accounting Department Clerk Troxell Communications - Phoenix, AZ April 2007 to September 2015 Processed EFT and ACH payments, refunds along with adjust system accordingly Pulled invoice, compared with ledger, processed payment and cut checks to suppliers Daily invoice entry from 200+ different vendors. Averaged 100 to 300 invoices processed daily Prepare batch for ACH run Verified validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers Providing general clerical and administrative support to all levels of Company employees including Senior Management Collections of past due accounts Accountable for identifying caller's needs, directing and screening calls, taking and relaying messages Responsible for high Volume of calls Covered lunches for other employees as needed Credit card transactions entry and reconciliation Ensured month end was completed with all payments made and all reports were completed Assist with Month end processing Other duties as assigned Education GED Rio Salado Community College - Phoenix, AZ 2018 Skills BILLING, INVOICING, TELEPHONE, PROOFREADING, ORDERING

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