Montreal, September 21st, 2017

Subject: **Manager of Operations – Montreal East Terminal.**

It is with much interest that I submit my application for the position of Head of Operation at Montreal East Terminal. I know that all the experience that I have gained throughout my carrier give me the knowledge and skills that make me an asset for your team at xx.

As you will see from my resume, I have built my carrier in all different levels of the supply chain management. I have worked on several projects relating to operational process's improvement in the supply, storage and distribution departments. This experience has enabled me to obtain the ability to easily and effectively set up various operational strategies, solid negotiation skills as well as a capacity to quickly learn new things.

In addition to been flexible, I am also entrepreneurial, determinate and focussed on the results and I perform in a particularly effective way as part of a team.

I would love the opportunity to meet you and discuss the value that I can bring to xx. I appreciated your consideration and look forward to hearing from you.

Sincerely yours,

**Paola Andrea Mora Aguilar**

**(514) 609-0371**

***Career profile***

Logistics manager with more than ten years of experience in storage, distribution, inventory control and outsourcing management, in different industries. Entrepreneurial, determined and focused on the results, skilled in negotiations, communications, teamwork and has keen attention for internal and external customers.

***Summary of Skills***

 Plans, evaluates and controls workflow processes for products as well as internal and external raw materials.

 **Negotiates contracts** with logistics service providers.

 Elaborates company **operational and economic improvement studies**.

 Software: Office, JD Edwards, and SAP.

***Professional Experience***

**Valero Energy Inc.** 2015-Present

**Logistics Coordinator**

Responsible to provide coordination of supply logistics and agreements, to manage fuel and biofuels operations and to coordinate short term third party business negotiations and operations for Ontario.

* Manage Ontario terminal distillate, gasoline and biofuels inventory and supply.
* Manage and optimize the use of available contracts of transportation (pipeline, trains, marine, and trucks) to supply Ontario terminals.
* Balance supply sourcing between 3rd party agreements vs. self-supply options and optimize economics of these agreements.
* Deal directly with partner/3rd party requests, issues and emergency needs.
* Manage and coordinate with sales teams the allocations at Ontario terminals.

**Valero Energy Inc.** 2013-2015

**Inventory and Transportation Analyst**

Plan, organize and control de low of materials and information.

 Documentation management of importations and exportations

 Implement and monitor the dashboards and identify improvements and good practices.

 Manage supply operations by train for the Ethanol and the LPG Gas

 Participate in the update of daily inventory reports for key terminals

 Support Supply Trading and Wholesale and Commercial department with key and timely information for potential sales and planned import requirements.

**GCM Consultants.** 2013

**Buyer-Project services**

Prepare, negotiate and validate tenders for each project.

 Prepare request for proposals documents as per technical specifications.

 Validate, negotiate and limit additions on the original contract.

 Manage the suppliers database.

**L’Oreal Canada Inc.** 2011-2013

**Distribution supervisor**

Planning of resource in order to guarantee the delivery and receive of the merchandise.

 Allocate resources according to the fixed delivery delay objectives.

* Supervise and manage unionized employees.

 Implement and monitor the dashboards and identify improvements and good practices.

 Lead and participate in workplace health and safety initiatives.

**Sears Canada Inc. Montreal** 2010-2011

**Customer service (2011) - Operations Lead (2010-2011)**

Control the delivery and receive of merchandise as well as manage the warehouse. Plan the store's visual presentation.

 Reorganize the warehouse in order to reduce transit time and improve efficiency.

**Organisation Terpel S.A, Colombia (Oil & Gas)** 2006-2009

**National transportation and logistics director**

Plan, organize, manage, control and evaluate the supply chain for the following departments:

Procurement, storage and distribution. Budget management.

 Collaborate with the implementation of SAP for the transport, distribution and storage departments, having as a result a marked improvement in the process flow.

 Achieve savings of 20% in the storage process by outsourcing to 3PL.

 Long term negotiation with carriers a national levels for oil and lubricant.

 Participate with the sales department towards distributor process improvements

 Audit distribution and transportation process to meet ISO and OHSAS requirements.

**Organisation Terpel S.A, Colombia (Oil & Gas)** 2004-2006

**Transport analyst**

Establish a supply network for the gas stations.

 Improve the fuel stock levels in the gas stations.

 Route time improvement from the terminal and the gas station

* Ensure follow-up of deliveries with carriers and customers.
* Lead and participate in workplace health and safety initiatives.

**Transvlimar Ltda, Colombia** 2002-2004

**Logistics Lead**

Plan, coordinate and control the delivery of vehicles.

 Participate in the occupational health and safety program.

 Develop new logistics chain strategies, allowing for a 35% increase in sales the first year.

***Training***

**Specialized Graduate Diploma** 2011-2012

**in supply chain management.**

HEC Montreal.

**Integrated management systems auditing ISO 9001,** 2008

**ISO 14000, and OHSAS 18000.**

Bureau Veritas, Colombia.

**Bachelor's degree in industrial engineering.** 1996-2002

Catholic University of Colombia, Colombia.

(Comparative evaluation of studies conducted outside of Quebec).