

Andrew Reedy
60 Indian Hills Drive
Tallmadge, Ohio, 44278
(330) 592-2174
reedyandrew11@gmail.com

RELEVANT EXPERIENCE:

Park Place Technologies , Cleveland, Ohio

June 2019-Present

Strategic Pricing Specialist

- Generates well-developed, accurate, and clearly formatted pricing quotes
- Meets department quote volume and quality standards
- Manages quote turnaround expectations, ensuring timely quote completion and minimizing revisions, reprioritizing without direction, when appropriate
- Researches information such as list pricing, current contract pricing, equipment specifications and configurations
- Make recommendations for approving deviations from standard pricing based on volume, competitive information and an understanding of end user customer needs
- Inputs accurate and up-to-date records on pricing and quotes, including rationale for pricing decisions and discounts, e.g. exception documentation
- Understands IT equipment, data center configurations, as well as how components interact with each other in order to accurately price and identify missing components
- Interprets equipment scripts to extract configuration data, work with Support Group and higher-level Engineers to understand cost and failure rates for various product types or models
- Create reports for review or participate in special projects related to cost data and incident history reporting
- Run Ad-Hoc analysis as needed

Flexjet, Cleveland, Ohio

June 2016-June 2019

Business Administrator

- Oversee Flexjet's maintenance and parts invoice processing team
- Responsible for validating and coding vendor maintenance, parts and rent invoices based on quarterly budgets
- Coordinate with maintenance controllers and procurement agents to verify maintenance rates and parts pricing
- Rout invoices for approval by coordinating with several different departments to ensure timeliness of payments
- Track invoices through the approval process by maintaining a Concur database containing all invoices
- Update and audit Flexjet's parts procurement database
- Audit accounts with past due and lost invoice
- Identify warranty and cost recovery opportunities by analyzing warranty contracts for all aircraft fleets
- Negotiate favorable outcomes to settle invoice and warranty disputes
- Generate invoices to bill out internal labor to customers based on contracts
- Write queries and run warranty and invoice metrics
- Assist maintenance, reliability and warranty departments with Ad-Hoc analysis
- Run monthly reliability and financial reports based on extracted data
- Adjust and develop new processes in order to optimize invoice approval flow

Flexjet, Cleveland, Ohio

July 2015-June 2016

Scheduler

- Maintained the integrity of the flight schedule by ensuring that all trips have been assigned to a crew
- Maintained compliance with the union agreement, Company policy and FAA regulations for flight scheduling
- Tracked crew flight and duty times
- Resolved flight crew compliance issues and rest requirements based on appropriate regulatory requirements
- Coordinate travel and lodging for crew members to and from aircraft
- Ran reports on day-to-day operations using Microsoft Excel and Flexjet's operating system
- Analyzed fleet demand to properly position aircraft

EDUCATION:

Kent State University

May 2015

Bachelor of Science, Aeronautics

Concentration: Aviation Management, Minor in Business Management

GPA: 3.5

Honors/Activities

- Deans List: Fall 2011, Spring 2011, Fall 2012
- Kent State Air Traffic Control Organization
- American Association of Airport Executive Student Chapter

Case Western University

May 2020

SKILL HIGHLIGHTS:

- Microsoft Office applications (Word, Excel, Outlook, Access and PowerPoint)
- Oracle Financial Software
- Concur Expense Management Software
- Generally Accepted Accounting Principles
- SOX Requirements
- SQL Programming