

Virginia E. Hernandez

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Profile:

Highly organized Purchasing Agent and Project Coordinator offering extensive management experience. Pursuing a Supervisory position, where I can lead a team under intense working environments and provide them with the proper understanding of coordinating strategies. Proven to manage several complex projects under aggressive deadlines. Excellent verbal and written communication skills.

Computer Skills:

Computer Skills: Highly proficient in MS Office (Excel, Word, PowerPoint, Visual Basic), Sage (Construction Management Software).
Languages: Spanish (Fluent).

Experience:

The Jobin Organization, Inc. - Farmingdale, NY	Project/Purchasing Coordinator	June 2009 – Present
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Project Coordinator:

- Currently manage seven construction projects within the New York City area exceeding over \$10 million in scope of work.
- Work closely with the principal owner to learn and analyze business strategies for project initiatives.
- Assess budget analysis and cost analysis of projects with Project Executive.
- Analyze specifications and architectural drawings prior to proceeding with the submission process of specified work plans.
- Check the work of Project Team members prior to transmitting documents and project work plans.
- Liaise with Project Managers to report progress, identify issues, and allocate resources of open projects.
- Attend jobsite meetings with the Project Executive to evaluate the development of current projects.
- Prioritize and organize complex projects under aggressive timelines.

Purchasing Agent:

- Manage and supervise the purchasing of building materials for all current projects and office supplies for the organization.
- Research and analyze comprehensive building systems and products from various manufacturers.
- Issue Requests for Proposals (RFP), Requests for Quotations (RFQ), purchase orders, analyze invoices, and track deliveries.
- Create a comparative analysis to evaluate vendors pricing and the overall costs of various systems to reduce material costs within the company.
- Reduced material cost by 25% on existing arrangements by renegotiating vendor contracts.
- Arrange meetings with sales representatives to learn about complex building systems and alternative cost saving products.

Merrill Lynch- Global Wealth Management- New York, NY	Intern	September 2008 – December 2008
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- Assisted the Client Service Manager and Financial Advisors of the International-Global Wealth Management team.
- Conducted wire transfers, trade corrections, and checked client account information utilizing network systems.
- Created a database that stored financial accounts of global clients including their options and stock information.
- Communicated in Spanish with clients from Latin American countries.

Mensah, Butler & Dzubow, PLLC - Washington, D.C.	Legal Intern	May 2006-July 2006
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- Researched case laws for several areas of law including contract law, tort law, civil & immigration law.
- Provided support for the preparation of defenses for new and ongoing court cases.
- Obtained court trial experience through observing trial lawyer during courtroom proceedings.
- Participated in case investigations and served as a translator for Hispanic clients.

Education:

Wagner College, Staten Island NY

Master of Business Administration-MBA

Concentration: Finance

Received Degree: May 2009

Overall GPA: 3.5

Bachelor of Science: Business Administration

Concentration: International Business Minor: Spanish

Received Degree: May 2007

Overall GPA: 3.0

Leadership Experience:

Wagner College Women's Lacrosse Team- Division 1	Team Captain: 2006 - 2007	August 2003-May 2007
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- Showcased ability to work well with others in a team-oriented environment and in high-pressure situations.
- Maintained solid work ethic and discipline, and utilized strong leadership, problem solving, social, and media skills.
- Utilized time management skills to coordinate full academic course-load with athletic commitments.

References upon request