

## LISET HINOSTROZA

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### **PROFESSIONAL SUMMARY**

Supply Chain professional with experience of project management life cycle, procurement, international logistics and import & export

#### **Key Skills:**

- ❖ Project & relationship management, negotiation & analysis, exportation & importation, inventory control, 3PL
- ❖ Understanding of e-business/e-procurement systems
- ❖ ERP: SAP SCRM-ACM (Global EProcurement), SAP (MM) (SD), Workday, Success Factors
- ❖ Vendors Market Place Platform: Jaggaer (Procur-e), Go Supply, Adquiria
- ❖ Fluent in English, native Spanish speaker and basic knowledge of French
- ❖ Proficient in MS Office (Word, Excel, Power Point and Outlook), Google Sheets

### **PROFESSIONAL EXPERIENCE**

#### **Senior Procurement Specialist - Acciona Energy North America – Chicago, USA**

**08/2020 – Present**

- Procurement of services for the Engineering & Construction and Operations & Maintenance Departments for wind farms and solar plants in USA and Canada.
- Act as a business partner to support and manage the end-to-end procurement requests.
- Develop bids: RFQs & RFIs using Jaggaer sourcing platform (Procur-e), Go Supply and ERP: SAP in compliance with corporate policies and procedures
- Execute category strategies with guidance of global category leaders to reach cost-saving goals.
- PO 's & contracts management with cross functionally collaborations of Legal, Compliance, BPO (Accenture) among other departments to ensure new and existing vendors acknowledge Acciona's process.
- Communicate and educate departments to provide appropriate supporting documentation for purchases and understand procurement process.
- Seek, develop and establish business relationships with diverse suppliers
- Support for Budget, Account Payable discrepancies, Validation Data, Risk management, QA audits and other activities.

#### **Procurement lead - WeWork - San Francisco, USA**

**12/2018 – 03/2020**

- Procurement of FF+E for 15 openings in Southern California, West Canada and special projects markets during significant growth period
- Coordinated with 3PL, receiving warehouses and on-site teams to ensure all required items are delivered within project timeline
- Partnered with cross-functional teams to support creative design needs, managed vendor relationships and Procure to Pay Process
- Manage inventory and execute allocations, operational contracts, and requisitions to guarantee buildings are serviced regularly
- Responsible for managing RFP process, executing accurate purchase order placement and ensuring all vendor contracts and pricing are maintained
- Support trade compliance team with export documentation for international projects
- Responsible for preparation of monthly forecasting reports for projects to accomplish control and efficiencies
- Track orders and expedite as appropriate with suppliers and 3PL partners to ensure timely delivery

#### **Procurement Specialist - Telefonica del Peru, Lima, Peru**

**03/2016 - 07/2018**

*Spanish multinational broadband and telecommunications provider with operations in Europe, Asia, and North, Central and South America*

- Procurement of goods and services for internal departments: Clients, Trade Marketing, HR, PR and Fundacion Telefonica (internal non-profit organization) with high performance recognition on annual worker evaluation
- Performed, negotiated and evaluated source solicitations including RFQ/RFP/RFI (USD2M), obtaining KPIS saving goal of 12% on 70% of the assignments
- Performed and analyzed periodic & ad hoc procurement reports from procurement systems such as SAP and Adquiria
- Sought out opportunities to introduce process improvements to drive efficiency on weekly staff meetings, keeping 3 idea projects ongoing
- Analyzed contracts consumption in order to successfully make the procurement planning under the new saving policy objective of 14%
- Review and analyze vendor performance working closely with main stakeholders

#### **Logistics E-commerce Leader on "Club J" - Jockey Plaza Shopping Center, Lima, Peru**

**05/2013 - 05/2015**

*Top class shopping mall with large anchor stores, boutiques, restaurant and private health clinic, conventional center and tv station*

- Managed with e-commerce team the development of "Club J" website, as a project of the mall to promote online sales of vendors and other luxury brands with a door-to-door delivery system
- Supervised warehouse, call center and logistics operators with 70% successful deliveries on clients

- Developed processes to ensure e-commerce maintains the terms agreed upon by customers & vendors such as vendors score-card performance, thus increasing JIT deliveries by 3%
- Negotiated with logistics operators and fintech company, thereby saving 4% on fees

**Professional Trainee in Maritime Exportations - Panalpina Barcelona, Barcelona, Spain**

**06/2012 - 09/2012**

*Swiss company that provides forwarding and logistics services operating in more than 80 countries*

- Performed data entry on Panalpina's on regular and key client's ERP like Puig and Delphi
- Issued shipment documents and freight arrival notices to key clients
- Coordinated with carriers, international agents and customs agencies to assure punctual release of containers
- Coordinated with clients for shipping documents and proofread them for mistake

**Procurement Analyst of Materials, Assets and Services - Sodexo Peru, Lima, Peru**

**01/2010 – 11/2011**

*French multinational food services and facilities management corporation with branches in Europe, North, Central and South America, Africa, Asia and Oceania*

- Successfully analyzed proposals, issued RFQs and purchase orders, within 24-48 hours
- Negotiated pricing and other terms of purchase with strategic suppliers (USD 1M), obtaining 4% saving deals on major non-food categories
- Followed-up on orders with suppliers and main warehouse, resulting in 65% of deliveries JIT
- Supported and assisted other departments to ensure accuracy of purchasing transactions throughout the company, with outstanding evaluation recognition of internal customer

**Supply Analyst on Bathroom, Kitchen and Footwear - Cencosud, Lima, Peru**

**05/2009 - 12/2009**

*Chilean Retail Company with over 1,045 stores in Latin America*

- Supplied category products with SAP, analyzing demand and under allowing storage days with outstanding performance ranking results
- Issued, tracked and coordinated purchase orders with distribution centers and stores across the country with 75% JIT shipments
- Made weekly stores visits to assure correct supply and display of category

**Logistics Assistant - GLS Network, Lima, Peru**

**08/2008 - 12/2008**

*Logistics and Distribution Company that monitors import/export and physical distribution processes in more than 15 countries*

- Managed China importations of Saga Falabella account
- Updated client cargo track ERP and issued shipment documents
- Coordinated with international cargo agents and customs agents

**Customer on Air and Sea Importations - Embassy Freight Peru, Lima, Peru**

**09/2007 - 07/2008**

*Freight carrier with offices in Europe, North America, South America and Asia*

- Coordinated with international cargo agents, shipping lines, airlines and customs
- Handled import quotations, tracked and reported on cargo status and issued shipment documents
- Prepared billing documentation and approved vendor invoices
- Improved customer loyalty by 20% by monitoring communications and resolving all unanswered inquiries within 24 hours

**ADDITIONAL WORK EXPERIENCE**

**Volunteer – Fundacion Telefonica, Lima-Peru**

**05/2016 - 07/2018**

*Non-profit organization with presence in Europe, South and Central America*

- Provided support on different recreational activities for special needs children

**EDUCATION**

**Master Degree on Integral Logistics**

**2012**

**Autonomous University of Barcelona, Barcelona, Spain**

**Bachelor's Degree in Administration of International Business**

**2007**

**University of San Martin de Porres, Lima, Peru**

**OTHER COURSES**

**Export to Canada, Webinar - Global Training Center**

**05/2019**

**Export Documentation Seminar, Santa Clara, California - Global Training Center**

**05/2019**