

ALCIRA PATRICIA OLIVER
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My goal is to find a bilingual position in supply chain management where I can continue to advance my career. I have more than ten years of experience in the following areas: supply chain management, inventory control, accounting, operations, sales, customer service, and personnel management.

PROFESSIONAL EXPERIENCE

Rainmaker Consulting Resources, LLC., Houston, TX

08/15 – Present

Rainmaker Consulting Resources is a fast growing recruiting agency that is focused on recruiting in many different industries and professions. We have averaged annual revenue growth of seventy percent for three consecutive years.

Accountant

- Use Quickbooks to manage accounting functions, reporting directly to the owner
- Responsible for entering invoices and ensuring that invoices are paid in a timely manner in accordance with payment terms
- Responsible for preparing and finalizing P&L end year reports
- Develop reports to detail aging and past due accounts
- Develop reports using Excel
- Work closely with CPA accounting firm to file annual tax returns

Andino Stores, Authorized Yamaha Dealer, Cali, Colombia

12/05 – 8/15

Andino Stores is primarily a Yamaha reseller and service company that that sells and services the following products: motorcycles, outboard motors, generators, furniture, and appliances.

Supply Chain Analyst

- Responsible for the operational management of multiple different business units
- Management of three warehouses through supply chain planning and inventory control; reporting inconsistencies and making adjustments to verify an accurate inventory.
- Responsible for establishing budgets and compliance with material purchases to include; spare parts, agricultural energy and power, lubricants and motorcycles, based on analysis of sales and demand for products.
- Supervision for twenty-five employees in areas of logistics, product inventory and sales
- Responsible for the coordination quality control processes to ensure technicians focus on customer satisfaction
- Developed a successful quality control program that reduced warranty claims by eighty-five percent

EDUCATION

Universidad Fundación Universitaria del Área Andina

Bachelor of Science in Accounting, 2007
Bogotá, Colombia

PROFESSIONAL SKILLS

Spoken and Written languages: English (level V), Spanish (Fluent).

Computer Skills: SIIGO, Dominion Leasing Software, Word, Excel, Access, PowerPoint, MS Project, MS Publisher, ABC FlowCharter, Shedule MS

Green Card Holder