



Yvonne Martinez

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EDUCATION

University of North Texas

Master of Science: Advanced Data Analytics

Expected July 2023

Southern Methodist University

Graduate Certificate: Data Science Boot Camp

June 2022

The University of Texas at Dallas

Bachelor of Science in Supply Chain Management

December 2016

EXPERIENCE

Bell Textron Inc.— Hurst, Texas

August 2022 – Present

Data Analyst

- Collaborate directly with business users to develop and present analytic solutions via creation of Microsoft Power BI Dashboards.
- Enhance existing Microsoft Power BI Dashboards for stakeholders to better manage workload, schedules, and prepare for the future.
- Ad hoc data pulls via QlikView and SQL to related vendor information like spend, part analysis, and purchase order information.
- Focus on the automation and optimization of process and procedures in different areas of business.

Supply Chain Analyst

September 2020 – August 2022

- Perform comprehensive part analysis and business judgement to execute the Annual Operating Plan for 2 core commodity groups.
- Lead all contract specialists in the Materials and Vehicle Management Systems commodity groups in part and/or project forecasts.
- Execute Annual Operating Plan to support the goal of 90% long-term contract coverage.
- Continuously engage in a high degree of collaboration and support with various stakeholders including finance, engineering, programs, contracts, buyers, and other supply chain areas daily.
- Utilize QlikView, CLM, SAP, SharePoint, Power BI, Microsoft Excel, and Microsoft PowerPoint to support strategic alignment.

Supply Chain Integrator

September 2019 - September 2020

- Updated relevant metrics and provided analysis to Director of Supply Chain for leader level briefings.
- Executed Director ad hoc requests to support strategic alignment.

Buchanan Technologies – Hurst, Texas

April 2019 – August 2019

Contractor for Bell Textron Inc. as a Supply Chain Analyst

- Supported Contract Specialists establish optimal long-term and high-dollar procurement contracts through preparing and issuing requests for proposal (RFPs).
- Evaluated supplier delivery, cost, quality performance, and supplier scorecard performance to guide decision-making.
- Assisted in down-selection process through performing lead time and bid analysis.

McGuyer Homebuilding Inc. – Houston, Texas

December 2017 – April 2019

Purchasing Analyst II, Purchasing Specialist

- Analyzed buyer contract options and drawn plans to perform calculations of original purchase orders.
- Interacted with various vendors to obtain pricing for custom buyer options according to specifications.
- Monitored all bid requests in an organized manner to ensure purchase orders were sent in a timely manner.
- Proficiently used AS/400 to release purchase orders.

American Campus Communities – Richardson, Texas

May 2016 – November 2016

Community Assistant

- Completed property transactions regarding rent collections and ensured compliance with confidential information.
- Delivered customer satisfaction through effective problem solving in person and over the phone.
- Expedited package acceptance from carriers and tracking by successfully employing the TekTrack software.

UT Dallas Recreational Sports – Richardson, Texas

August 2014 – May 2016

Supervisor, Building Staff

- Collaborated in the selection, evaluation, and training of incoming building staff.
- Trained 10 employees about conflict resolution, payment processing, daily tasks, and opening/closing procedures.
- Supervised policies, processes, and procedures during hours of operation.
- Assured employee compliance with safety and quality requirements for the well-being of patrons.

Stallion Oilfield Services – Houston, Texas

July 2013 – August 2013

Accounting Intern

- Increased company's productivity by processing purchase orders and transactions through procurement card audits.
- Provided payment processing team organized incoming and previous checks to ensure funds were updated in a timely manner.

ADDITIONAL INFORMATION

Languages: Proficient in English and Spanish

Program Languages: Intermediate in Python, SQL, JavaScript, HTML, and VBA

Business Analytics Tools: Intermediate in Power BI, Tableau, and Excel