

Francisco Alejo

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Permanent Work Authorization. No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Business Administration professional with 12 years of experience in procurement, logistics, business administration and finance. Expert leading projects that involved purchasing strategies, operational planning, managing data and administrative support in a multilingual environment of Supply Chain and Operation Management areas.

Key Skills

- Raw Material Pricing Analysis
- Supply Chain Planning
- Budget Expenses Tracking
- Resource Allocation & Documentation Skills
- Proficient in SAP, ERP, MS Office (Excel, Word, PowerPoint, Visio, Project).
- Fluent in English & Native Spanish

PROFESSIONAL EXPERIENCE

Purchasing Coordinator

December 2007 – August 2012

Sanz Trailers, Santo Domingo, Dominican Republic

The leading service provider of space and storage solutions in Dominican Republic & Haiti.

100+ employees. Revenue: US \$2.1 million

- Lead purchase orders placement of buyers for accuracy and optimum delivery and pricing.
- Negotiated pricing, product quality, and delivery with vendors.
- Implemented QuickBooks for storing raw materials & finished goods prices.
- Managed to increase the length of credit up to 60 days, and reduced the cost of raw materials by 25% in 6 months.
- Established objectives and reporting performance against planned.
- Reduced fueling cost by 11% in 3 month by implement new strategy of product delivery.
- Implemented raw material project that in the initial stage reduced trailers production time in 16%.
- Increased product suppliers in 50% in 12 months.

Production & Logistic Supervisor

June 2004 – December 2007

Sanz Trailers, Santo Domingo, Dominican Republic

- Managed 11 members of staff that had direct communication with customers and clients; making sure all their requirements were completed.
- Prepared forecasts reports, including summary of construction progress, job manpower forecasts.
- Monitored activities of subcontractors to ensure compliance with specifications and procedures.
- Ensured that all safety codes, requirements and standards were being complied within my area of responsibility.
- Increased employee retention and satisfaction through clearer job descriptions and offering significant benefits (cafeteria, overtime pay, salary increases) and organized the structure reducing overtime by 45%.
- Implemented a new organizational structure in the company improving administrative efficiency and customer satisfaction.
- Improved the efficiency of existing machines by documenting, automating and reducing breakage through periodic scheduled preventative maintenance.

Accounting Clerk

January 2002 – August 2004

Sanz Comercial Agro-business, Santo Domingo, Dominican Republic

A private company, first hand for the purchase and distribution of grains in general covering 75% of the domestic market. Revenue: US \$20 million; 345 employees.

- Applied basic accounting knowledge and techniques, including the creation of journals.
- Analyzed basic financial information in response to queries from managers, suppliers and customers identifying and resolving errors and discrepancies.
- Worked in the implementation of a computerized billing system, reducing errors by 45%, office waste materials by 30% and billing process by 60%.
- Managed the documentation and requirements for the import of products from China, UUEE and South America.
- Participated with the continuous improvement team involved in the coordination of a new production line that reduced the total production time in 28% allowing better use of resources.

EDUCATION**Business Administration (Bachelor)**

August 2000 - August 2004

Pontificia Universidad Catolica Madre y Maestra, Santo Domingo, Dom. Rep.

*Ranked #1 University in the country in Arts***Professional Development**

- Logistics Strategies for the Service Industry - Dom. Rep. – 2011
- Cost & Pricing Strategies Workshop – Dom. Rep. – 2009
- Recruitment Potential Seminar– Universidad Iberoamericana (UNIBE), Dom. Rep.- 2005