

Seasoned, strategic, generous leader with 25+ years of standout experience improving production efficiency, establishing cost-saving procurement systems, deft contract negotiation, strict adherence to regulatory compliance.

Recognized leader, designing and executing multicultural, cross-functional team building, performance-optimizing training, and management enhancement programs.

Rare combination of International, senior-level, hands-on experience in up, mid, and downstream work. Proven ability to anticipate, analyze, and troubleshoot stream-related issues.

Business Planning & Execution • CORE Development • Analysis of Variance • Budgeting & Cost Controls
Capital Project Management • Contract Formations & Administration • Financial Reporting • Process Optimization

CAREER HIGHLIGHTS

ASSIGNED BY COMMUNITY MERGERS GROUP (CMG), SAN FRANCISCO, CA | 12/2016 – 8/2017

Director of Contractual Services for CMG, Assigned to Blue Hill Planning Group, PM • Utah & California

Company lacked requisite infrastructure to expedite largest-ever contract. Tasked with setting up all management, administrative, and vendor processes of their prime contract with their client, and executing in full regulatory compliance. Established a contract and procurement schedule based on current start date.

- Originated resource management system to streamline workflow and create productivity efficiencies.

Orchestrated procurement requirement protocol and placed orders prioritized by functionality and execution.

- Utilized materials management execution plan to determine, negotiate, and accept material deliveries.
- Saved 20% of projected materials expense based on forward-thinking and thorough preparation.

Created an action-and-execution plan for every necessary process and procedure adopted by and adhered to by company.

- Executed every contract before on-site need date.

FARGO MANUFACTURING & TRADING, LLC | 2013 – 2016

Commercial & Supply Chain Manager • Barcelona, Spain

Assessed and remedied commercial department and addressed significant asset changes in Spain. Upgraded controls and overhauled supply chain management process. Adjusted cash position through in-depth analysis. Oversaw all facets of budget management—developing key marketing statistics for commodity profitability and ideal cash positioning.

- Leveraged strategic supply chain expertise to overhaul current process and produce supply chain roadmap.
- Decreased attrition rate 80% by implementing professional development process.
- Realized 18% cost-saving increase by properly disposing of catalyst through appropriate buyer selection.
- Reduced outage schedule 3+ weeks, delivering on budget and ahead of schedule.

FFG ASSOCIATES | 2011 – 2013

Project Lead, Contracts & Procurement • San Antonio, TX

Managed development of the Prime PEG and management of LEED contract for multibillion-dollar contract strategy development. Responsible for FFG PM manufacturing conversion project. Developed in-depth evaluation program, addressing quality issues for assets and remaining life. Oversaw inspections of existing tanks, and decreased potential costs for replacement tanks.

- Achieved zero accidents, top 15% of industry performers.
- 75% savings of project's forecasted budget for replacement of tanks.

CAREER HIGHLIGHTS

Project Lead, Contracts & Procurement • San Antonio, TX Continued...

Established an online training program for administrators and buyers, tailored to each one's specific experience.

- Improved job proficiency, initiative, and independent working; reduced management oversight required.

CAMBRIDGE LLC/CORNELL ASSOCIATES | 2009 – 2011

Site Commercial Manager • Paris, France

Addressed catastrophic loss of warehouse, securing \$15M in assets and transportation access. Assumed responsibility for creating a disposal plan for damaged assets, reducing total loss 42%; oversaw complete rebuilding of materials warehouse during construction. Managed contract compliance, claims, and procurement functions, streamlining processes and increasing overall organizational profitability.

- Developed corrective strategy roadmap, which decreased process inefficiencies and forecast variances for over, short, and damaged materials costs, resulting in a 10% savings.
- Developed a self-perform materials management group, saving 50% of materials management budget by eliminating the need for 12 outside contractors.

Created and established employee professional development training program.

- Decreased attrition rates and increased efficiency, resulting in multiple promotions within the company.

BRIGHT SOLUTIONS LLC | 2001 – 2009

Contracts Manager • Multiple Locations (Spain, France, Italy, Poland)

Eight years of demonstrated success as Sr. Contracts Administrator and Manager for international clients in PEG, heavy crude and refining optimizing supply chain, procurement functions, contract negotiation, administration, commodity analysis.

Subcontracts Manager, Boston Energy PEG Project, UAE, Senegal, Spain, Norway, France

Oversaw contract compliance, claims management, process improvement, auditing management systems, change management, and progress payment approval.

- Responsible for \$3B USD modular fabrication yard.
- Completed modules with zero rework and 7% under budget.

Subcontracts Manager, Fine Energy Solutions, Norway Energy Project

Led \$215M development of 30-tank, multi-year, above-ground storage contracts, corrosion protection, and civil work.

- Drove contract compliance, change management, claims management, progress payment approval.
- Completed project three weeks ahead of schedule, resulting in a 15% cost savings.

Sr. Contracts Administrator, Quad CORE Systems: El Paso Energy, El Paso, TX

Administered contract compliance, change management, claims management, progress payment evaluation, approval.

- Reduced claims and change orders 45%.

Sr. Contracts Administrator, Consolidated Energy Plant, Austin, TX

Oversaw all contract activities, directed contract compliance, change management, and claims management processes.

- Completed project by federally mandated requirement on budget.

Project Procurement Supervisor/Contracts Administration, Energy Solutions Plant, Oslo, Norway

Managed procurement activities with contractual oversight for project. Drove purchasing, quality, expediting, shipping/logistics, and materials management.

- Reduced late delivery of major equipment 50%.
- Authored commodity market analysis, driving prepurchase of materials based on financial indicators.

ADDITIONAL WORK EXPERIENCE

Expediting & Procurement Manager, Bridgewaters Energy Inc., Hope, NJ

Expediting Manager, ID Gear FFG, Pensacola, FL

Managing Project Coordinator, Refining/Drilling, AB Visions, Inc., West Virginia, VA

Contracts Administration/Purchasing, Pipeline & Facilities, Orange Regional Energy, Santa Monica, CA

EDUCATION

Master of Business Administration, Strategic Management & Finance

Carnegie University

Bachelor of Science (BS) in Applied Math & Logic

State University of Santa Monica, CA