

**Yamil E. Molina, Jr.**  
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***HIGHLIGHTS OF QUALIFICATIONS:***

- Approximately 2 years experience working as a procurement specialist / buyer
- Over 4 years experience working in the convention / trade show industry as a show manager
- Experience managing 30 employees in various roles to ensure clients expectations were met
- Versatile administrative support provider with significant experience in customer service and business office operations
- Exposure to working in all aspects of sales, marketing, promotion, and public relation activities
- Respected by management and peers for consistently performing duties with high degree of professionalism
- Strong analytical and problem solving abilities with exceptional attention to detail
- Work effectively in a team environment or independently without supervision
- Ability to meet demanding timelines
- Goal oriented, highly dedicated, dependable individual with strong work ethic
- Positive professional attitude, committed to excellence and a keen sense of communication
- Bilingual in Spanish

***PROFESSIONAL EXPERIENCE:***

Delta Dental, TSS San Francisco, CA

**Procurement Specialist / Buyer**

Feb. 2012 – Dec. 2013

- Processed requisitions posted in Oracle E-Business Suite to ensure completeness and accuracy
- Assigned purchase order numbers to requisition
- Ensured proper approvals were obtained to execute the purchase
- Negotiated with vendors purchasing price, quantity and delivery terms
- Identified product options to ensure items were in line with budget
- Maintained reports and tools for tracking purchases
- Conducted preliminary review of invoices for accuracy
- Streamlined processes to create efficiencies within the department
- Collaborated with peers to ensure business needs were being met
- Fostered a great working relationship with vendors

Attack Marketing, San Francisco, CA

Action Figures, San Francisco, CA

Tradeshow Temps, Los Angeles, CA

**Show Manager**

Feb. 2007 – Feb. 2012

- Oversaw approximately 30 employees to ensure successful execution of convention / trade shows for mid size to large clients
- Managed the overall process of planning timelines, resources and scheduling activities with staff and vendors to ensure the client's schedule was being adhered to
- Reviewed objectives of scope of work with clients and disseminated information to staff as appropriate

BPS Reprographics, San Francisco, CA

**Customer Service Representative**

May 2005 – May 2006

- Processed customer orders and ensured accurate entry in customer database in a timely fashion
- Troubleshoot customer inquiries in relation to their account, status of purchase order and tracking information.
- Facilitated effective communication among all team members in providing customer specific instructions to ensure order was processed smoothly
- Served as primary liaison with both external and internal customers to ensure timely receipt of deliverables
- Provided extensive customer service support both via telephone and in person

***EDUCATION:***

**Heald Business School**, San Francisco, CA  
**Skyline College**, San Bruno, CA  
**College of San Mateo**, San Mateo, CA  
**City College**, San Francisco, CA

Computer Business Administration  
General Education Courses  
General Education Courses  
General Education Courses

***SKILLS:***

Computer Skills: Excel, Word, Microsoft Outlook, Oracle E-Business Suite and internal company databases