

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

Tradeshaw 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

Computer Business Administration

Skyline College, San Bruno, CA

General Education Courses

College of San Mateo, San Mateo, CA

General Education Courses

City College, San Francisco, CA

General Education Courses

SKILLS:

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