

# NAVAYAH HUERTAS

Procurement Agent

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## PROFILE

Results-oriented Procurement Agent with 1 year of experience in procurement and supply chain management. Proven ability to negotiate contracts, analyze market trends, and streamline purchasing processes to achieve cost savings and enhance operational efficiency. Strong interpersonal skills with a keen eye for detail and a commitment to cultivating long-term vendor relationships. Adept at collaborating cross-functionally to meet business objectives and ensure timely delivery of goods and services.

## LINKS

[linkedin.com/in/navayahhuertas](https://www.linkedin.com/in/navayahhuertas)

## SKILLS

Negotiation

Forecasting

Supplier Evaluation

Contract Management

Inventory Control

SAP proficiency

E-Procurement

## LANGUAGES

English

Russian

## HOBBIES

## EMPLOYMENT HISTORY

### ● Procurement Agent at Oregon Procurement Services, OR

Apr 2023 - Present

- Successfully negotiated and secured contracts worth \$50 million with key suppliers, resulting in a 15% cost reduction for Oregon Procurement Services over a two-year period.
- Streamlined the procurement process by implementing a new e-procurement system, reducing order processing time by 30% and increasing overall operational efficiency by 20%.
- Led a cross-functional team in conducting a comprehensive supplier audit, identifying and mitigating potential supply chain risks, and ultimately improving supplier performance by 25%.

### ● Associate Procurement Agent at Portland Procurement Solutions, OR

Aug 2022 - Mar 2023

- Successfully negotiated a 15% reduction in supplier costs, resulting in annual savings of \$500,000 for Portland Procurement Solutions and its clients.
- Implemented a comprehensive vendor performance evaluation system, leading to a 20% improvement in on-time deliveries and a 10% increase in overall client satisfaction.
- Streamlined the procurement process by introducing an e-procurement platform, reducing order processing time by 30% and cutting administrative costs by \$200,000 annually.

## EDUCATION

### Bachelor of Business Administration in Supply Chain Management at Oregon State University, Corvallis, OR

Sep 2018 - May 2022

Relevant Coursework: Operations Management, Inventory Control, Logistics Management, Purchasing and Procurement, Supply Chain Analytics, Transportation and Distribution, Global Sourcing, Supply Chain Technology, and Lean Six Sigma.

## CERTIFICATES

### Certified Professional in Supply Management (CPSM)

Aug 2021

### Certified Purchasing Manager (CPM)

May 2020