

JAMIA YANT

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SUMMARY OF QUALIFICATIONS

Professional Procurement/IS Project Manager seeking new opportunities, motivated self-starter, tenacious with projects and loves a challenge. Strong commitment to preserving policies and procedures, highly effective communicator, energetic, creative, and hardworking individual with the following strengths: organized multi-tasker with the ability to track and complete complex projects from concept to completion. I am APICS CPIM trained with an understanding of Lean Manufacturing and JIT concepts. I am computer literate and trained in program/applications: Microsoft Office 2007 (Word, Excel, and Power Point), Microsoft Project 2010, Adobe Photoshop and Dreamweaver CS5, Cognos Report Writer, Lotus Notes and iCloud. I have experience working with the following ERP systems: SAP, JDE, MAPICS, BPCS/ERPLX, and JobBOSS. I have working knowledge of HTML and CSS. I have classroom experience with SQL, PHP and Java. Social Media Experience: Facebook, LinkedIn and Word Press.

EXPERIENCE

Freelance Computer Technician/ Consultant 02/00 – current

- Assist with troubleshooting software and hardware problems.
- Perform installations, upgrades and provided back-ups of software and hardware applications.
- Provided high quality customer service through courteous, prompt and accurate communication.
- Install and test personal computers, printers and other peripherals.
- Provided technical and training support to users of company personal computers for e-commerce business support software packages and portals.
- Proven ability to diagnose, troubleshoot, and resolve technical problems
- Develop and design new web interfaces, layouts and site graphics
- Develop and maintain websites utilizing Dream weaver, HTML, Flash and Photoshop.
- Performed validation of completed sites including the debugging and testing of code.
- Create or supervise design of digitized images, banners, bullets, charts, image maps, and other graphics to enhance site appearance.
- Linux based Web Hosting cPanel Experience – Active Administrator
- Word Press Blog Administrator Experience

Buyer / Device History Records 02/12 – 09/12 Titan Medical Mfg. LLC. (TM)

TM is a Tier 1 supplier of Steel Surgical Devices to Medtronic and Smith & Nephew. TM does both prototype and production work. My position was dissolved for economic reasons.

- Responsible for processing incoming Customer Orders
- Responsible for Customer Invoicing
- Responsible for Auditing of Device History Records
- Responsible for maintaining E-Files
- Responsible for purchase of Raw Materials and Hardware
- Responsible for processing of Customer Payments

AP Specialist

07/08 – 08/11

Sandvik Medical Solutions (SMS)

SMS was a Tier 1 supplier of Steel Surgical Devices to Medtronic and Smith & Nephew. The company downsized and then sold out.

- Moved to Finance Department by VP of Operations as a problem solver
- Maintain all aspects of Payables for two locations (Tennessee/Alabama)
- Manage ACH payments daily
- Manage AP Positive Pay Uploads
- Manage Inner Company Invoicing through SIH HUB
- Set up remote check deposits
- Maintained Check Signing Software and Signatures
- Performed Month End Reconciliations of Inner Company SIH HUB
- Managed T&E Processing, Payments and Reporting
- Managed Company Purchasing Card Reconciliations
- General Ledger Reconciliations

Buyer Planner

02/08 – 07/08

Sandvik Medical Solutions (SMS)

- Support production schedules to manage inventory at planned levels
- Prepare and communicate detailed plans and schedules
- Ensure compliance of quality standards and assurances in materials and product delivery
- Develop purchasing requirements plan with MRP system
- Develop and build new supply sources in order to meet production requirements
- Evaluate and Assess Vendor Performance
- Served on implementation team for ERPLX implementation
- Developed Procurement Work Instructions and Procedures for documented quality system
- Manage Carousel Consignment Program

Buyer Planner

01/04 – 02/08

Medtronic (MSD)

MSD is one of the World's largest Medical Device suppliers. I moved with this company when they sold out our division to SMS above.

- Coordinate plans based on the schedule and BOMs
- Maintain Inventory Controls
- Arrange meetings with the supplier management to understand and discuss the aspects of business and to develop effective relationships.
- Maintained vendor stocking programs, contracts and blanket orders to obtain optimum pricing.
- Served on the implementation team for SAP
- Served on the implementation team for MAPICS
- Performed other tasks as required
- Trained Procurement Team on SAP Procurement Rolls, Functions and Processes (including MRP)
- Manage Tool Crib Consignment Program

This was a family business owned by my husband’s aunt and uncle. I moved with this company when they sold out to Medtronic above.

- Created and maintain a team environment, positive attitude and a sense of camaraderie within the office
- Managed the reconciliation of company credit cards
- Managed the production schedule
- Managed customer prints to insure most current Revisions were being used
- Reconciled Vendor Rating Report from Medtronic
- Skilled in developing successful office procedures
- Accustomed to working in a fast-paced environment and successfully handling several responsibilities simultaneously
- Negotiate the purchase of office supplies and office equipment in accordance with company purchasing policies and budgetary restrictions.
- Managed and oversaw administrative functions to ensure all paperwork was processed efficiently and in a timely manner.
- Researched opportunities for improved services to clients.
- Analyzed and organized office operations and procedures such as preparation of payroll, information management/filing systems, requisition of supplies and other clerical services.
- Developed an effective filing system to track the status of work orders.

EDUCATION

Post Graduate – Pre-Masters

Master Information Systems: Enterprise Resource Management	2011-Present	Strayer University
- Set to graduate Sept 2013 - Current GPA 4.0		

Bachelors Information Systems in Web Development	2007–2010	Strayer University
Member of Alpha Sigma Lambda National Honor Society, GPA 3.98 Summa cum Laude		

Course Certificates:

Operations Management	2007	APICS
Basics of Supply Chain Management	2007	APICS
Strategic Management of Resources	2006	APICS
Master Planning of Resources	2006	APICS
Detailed Scheduling and Planning	2006	APICS
Execution and Control of Operations	2006	APICS
Graduated High School	1990	