

22410 Iron Mill Dr.  
| 281-796-9754 | jdudley411@gmail.com|

# Jennifer Leigh Dudley

Senior Sourcing Specialist 20+ years Experience

## Objective:

Goal driven Sourcing Specialist proficient at sourcing Unique one-off items to meet project requirements. Ready to leverage 20 years experience to support and enhance operations with a large company. Successful at improving procurement processes and delivering High quality Capital Equipment and MRO materials to multiple project stakeholders

## Specialties:

- Management, Mentoring, Training, Leadership
- Project Procurement Management, (MST) Material Transaction Specifications
- Collaborations, Communications, Facilitating, Reporting, Joint Venture Program
- Procurement Sourcing, Multi-Million Dollar Orders,, Capital Equipment, MRO
- Commodity Category Disciplines-Civil, IT, Instrumentation, Electrical, Plumbing, HVAC, Process Containment Equipment, Fasteners, PVF, Mechanical, Pumps
- Negotiations, Leveraging, Contracts, Terms and Conditions, Inco-Terms, Pay Term, Progress Payments, Logistics, Freight, Warranties, Scheduling, Drawing deliverable, Technical Specifications, Approved Supply Base, Vendor Coding,
- Multitasking, Problem-solving, Detailed, Focused,
- Competitive Strategic Strategy Bidding and Analysis -
- Cost Savings, Total Base Procurement, Working Capital Cash Flow, Earnings Before Income Tax
- Quick Turn Spot Buys, Time Sensitive Orders
- ERP, SAP, Microsoft Office, Outlook, Reporting, Spend Analysis

## Experience:

6/2012 - Present

G-Tech Services Inc Houston TX

Present Sourcing Specialist

Website: <https://www.gogotech.com/>

GTECH is a leading, women-owned, WBENC-certified recruitment and staffing firm driven to help our team members and clients succeed. With over 30 years in our industry, we specialize in finding talent today for tomorrow's technologies.

On assignment to Dow Chemical: Sadara JV Program between Dow and Saudi Aramco, Procurement of materials to build 4 Polyethylene Plants in Jubail, Saudi Arabia. Commodities procured were Electrical, Instrumentation, Process Containment Equipment, Mechanical, Piping Valves and Fittings Conducted negotiations and collaborations of technical approvals between Engineering and Supplier Conduct Commercial Bid Evaluations and Analysis collaborate Evaluation Meetings with Management Teams Negotiate best price, pay terms, Inco-terms, Logistics with Freight Costs and Terms and Conditions based on project budgets and construction schedules to ensure Just in Time Deliveries. Process award recommendations, purchase order write-ups for SAP Entry, reviews of final drafts from SAP Entries prior to Final Release to Suppliers. Complete contract reviews and approval forms prior to sign-off from management Multitasking sourcing of Multiple projects and Material Specification Transaction (MST) folders to Bid Repository for proper data retention and order placements.

Gulfstream Program Procurement of Materials for 15+ projects within Gulfstream Processed Inquiries forbid proposals. conducted evaluation analysis, collaborations and negotiations with suppliers on approved supplier list with technical bid approvals for (MSTs) Meeting project budgets schedules and warranties. Record Total Procurement Benefit for cost savings. Negotiate contract agreements with suppliers who currently do not have contracts in place. Troubleshoot invoice issues with suppliers and stakeholders Audit Contract Suppliers to ensure Purchase Orders are priced per agreements. Negotiate Synergy Supplier Agreements for synergy savings generated based on Dow DuPont merger.

## Spotlighted Achievements:

Documented: Savings :2017 Addressable Spend 13.8 Million / Total Procurement Benefit (TPB) 972.83 (\$M) savings

Documented Savings: 2018 Addressable Spend 15.9 Million / Total Procurement Benefit (TPB) 747.80 (\$M) savings

Documented Savings YTD Results: 2019 Addressable Spend 4.7 Million / Total Procurement Benefit (TPB) 819.18 (\$M) Savings

7/2005 5/2012

Bae Systems Inc. Sealy, TX

Senior Buyer

Website: <https://www.baesystems.com/en/home>

BAE Systems- Land and Armament Division designs, manufactures, upgrades, and supports combat vehicles and provide ammunition, precision munitions, artillery systems and missile launchers to a global customer base. We design, manufacture, upgrade, and support tracked and untracked and amphibious combat vehicles. We also manufacture ammunition and precision munitions as well as being a supplier of artillery systems and missile launchers, and precision imaging and targeting solutions. We manage and operate munitions facilities that support and sustain national capabilities.

Tactical Wheeled Vehicle Division (TWV) Purchase prototype parts and subcontract services for special projects of Tactical Wheeled Vehicle for a multinational defense contractor. Maintain and promote vendor relationships with a diverse, cost conscious, quality driven supply base supporting supplier development, negotiations, administration and audits. Manage all aspects of request for information, request for production development, evaluation of request for quotes, incorporate contractual and technical quality and schedule requirements in the competitive bid process, negotiations and award contracts to various vendors worldwide. Perform all pre and post award administrative and audit activities in accordance with line of business policies, procedures and applicable government regulations. Exercise discretion and independent judgement to maintain strict security protocols for facility IP export or import. Expedite for Just-In-Time Deliveries. Demonstrates understanding of US Government Acquisition and procurement environment, BAE contracts, subcontract functions and relevant company policies, procedures, and commercial contracting methods, export. Acts as primary contact between Subcontractor and company for all simple subcontract activities including special agreements such as proprietary information agreements. Administrates all aspects of assigned contract processing including but not limited to accuracy of order data entry, contract funding, scope changes, contract amendments, receipts, delivery schedules, legal requirements and other commitments. Maintains all records and documentation for contract requirements, verifying completion of commitments for proper closeouts. Resolves blocked Invoice issues. Mentored, council guides, and trained. Team coworkers. Confers with Engineering to resolve drawing issues, Participates, leads and monitors formal negotiations of contracts.

### **Spotlighted Achievements:**

Team Collaborations in problem-solving Implementation New Supplier scorecard

Team Collaborations Research and Development Procurement Build and sale of First Prototype Caimen MTV which resulted in Military Contract to build 1700+trucks in 2011

Strategic Negotiations with Supplier collaborations 3 year, \$1.2 Million, full fleet, full maintenance Lease program for Hyster Forklift Trucks with average cost savings 10% per year.

Innovation-Implementation Pilot Program for Fast Track Design Analysis Support Results: Bronze Award Nominee

11/2000 - 1/2005

Direct Sourcing Solutions Inc Southfield , MI

Senior Strategic Buyer

Website: <https://www.directsourcing.com/>

In early 1990's a group of purchasing executives from the Automotive, Consulting, Consumer Goods and Technology industries founded a Source-to-Pay services company supporting indirect purchases. Today, the company is a recognized leader in the procurement services industry. DSSI, LLC is privately held, Minority Certified and ISO 9001:2008 Certified. DSSI's clients typically exceed a 200% program Return on Investment.

On assignment to General Motors-World Wide Purchasing Negotiated and managed contracts with purchase value ranging between \$25-\$65 million for all US and Canadian Operations for a variety of commodities of indirect materials for automotive including Electronics, Controls and Motors, Janitorial, HVAC, Plumbing, Fluid Power, Instrumentation, and Mobile Equipment Strategically negotiated electrical commodity buy for Delphi, Metaldyne, Hayze-Lamerz, Modine and Dura Automotive.

### **Spotlighted Achievements:**

Janitorial Supplies for General Motors Secured Supplier Contract Negotiated 10% cost savings from prior year

Electrical Retrofit Components Standardized Manufacturing supply base Negotiated 25% cost savings with standardization

Standardized bid specifications and services on commodity managed programs Reduction of Supply base from 600 to 7

Enabling leverage in negotiations.

1/1989 - 11/2000

L & W Engineering Inc. Belleville, MI

MRO Buyer

<https://lw-grp.jobs.net/en-US/>

For over 40 years, L&W has been a leading Tier I supplier in the automotive industry specializing in Metal Stampings, Welded Assemblies, Tubular Products, and Hot Stampings. L&W was formed in 1973, and since that time has grown into a dynamic and sophisticated company serving a variety of customers. L&W continues to expand operations and currently has 17 facilities operating in 4 states.

Procurement of goods and services for various commodities of maintenance, repair, operations and tooling for Plant. Ensured proper procurement to pay processing spot orders and Supplier contracts. Monitored requisitions ensuring proper approval levels, managing department budgets, strategic bid processes with collaborative Supplier negotiations. ensured plant scheduling timelines met by supplier. Negotiated Supplier contracts

### **Spotlighted Achievements:**

Streamline ordering process to manage parts for tool crib Develop and implementation Kan-ban system in tool crib  
Kazien Team Lean Manufacturing techniques streamline production process for Oil Pan Stamping & Assembly savings \$64K  
Team Circle of Excellence Award from Honda of America in Ohio.

### **Education**

**Bachelor of Science 1981 -William Jennings Bryan College Business Administration**

### **References**

**Audra Luttrall -713-504-1554**

**Anne Kroon -832-483-0129**

**Terry Reed -832-971-2319**