PAULINE ST. CLAIR

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**OBJECTIVE**:

Looking for a rewarding career within Purchasing/Logistics, in a team environment, on contracts that involve supporting the customer’s mission.

**SKILLS**:

* 14+ years of administrative experience directly supporting the Program Management Office (PMO) on multiple contracts totaling in excess of $11M
* 4+ years of logistics experience working on contracts totaling in excess of $9M
* Many years of utilizing MS Office (Word, Excel, Access, Outlook and PowerPoint), SharePoint platform, and Deltek Costpoint system
* Responsible for record keeping ensuring OSHA / MOSHA, DFAR, corporate, training, and legal compliance
* Supplied status reports on a regular basis to management and the customer
* Office management responsibilities to include customer service, office supply maintenance, and meeting coordination
* Financial management responsibilities using Costpoint, SAP and Deltek based programs to create purchase orders, receive material, and pay invoices

**EXPERIENCE**:

**Logistician/Buyer**

**Leidos Inc.**

**Columbia, MD (2017-Present)**

Provides direct purchasing and Logistics support on several USAF $10M+ overlapping programs each covering 6 months to 5 years, supporting one customer base with multiple branches. This is a fast-paced, quick reaction contract for production of mature prototype electronic systems covering manufacturing of new systems, upgrades of older systems, and DEPOT repair of field units.

* Purchasing
  + Receives materials into Costpoint system for timely and accurate inventory and accounting tracking
  + Oversees purchasing with corporate Purchase Order (PO) processes and P-CARD purchases with a $50k limit
  + Works with Quality Assurance for incoming inspections of materials
  + Provides drawings and engineering data to the vendors for complicated mechanical and electrical fabrications
* Communications
  + Daily communications with team members from the PMO to corporate buyers for status and issue resolutions
  + Daily and continuous coordination with vendors, inventory management, and stock room personnel to ensure all purchased inventory reaches its destination
  + Maintains valuable relationships with vendors from small suppliers, fabrication houses, and large catalog suppliers
  + Works with corporate purchasing and legal on DFAR and other government compliance issues
* Reporting
  + Tracks incoming material, especially high dollar/long lead, and End of Life (EOL) materials
  + Maintains detailed Material Requirements Planning (MRP) system for need vs. have analysis with a fast-paced QRC contract
  + Provides status reports to management and inventory management
  + Tracks Return Material Authorization (RMA) materials returned for non-compliance
  + Continually updates and improves processes and procedures for inventory and manufacturing

**Administrative Team Leader**

**Lockheed Martin / Leidos, Inc., NCI Distribution Center**

**Baltimore, MD (2003-2017)**

* Administrative Assistant to the Program Manager and Deputy Program Manager
  + Responsible for maintaining Program Manager’s and Deputy Program Manager’s calendar and ensuring they were aware of appointments and schedules
  + Prepared confidential correspondence for the Program Manager concerning evaluations, budgets, and other sensitive topics
  + Responsible for scheduling facility conference room for use and reserving other conference rooms at offsite corporate facilities
* Primary corporate credit card (PCard) holder for the facility
  + Purchased needed supplies
  + Paid invoices under designated dollar limit
  + Reconciled monthly statements for management approval
* Responsible for tracking contract budget
  + Utilized Einstein, PeopleSoft, Deltek and other SAP-based programs to retrieve data on labor and material costs
  + Maintained budget spreadsheets and updated the Program Manager monthly on status and recommendations on areas of concern
  + Assisted the Program Manager on a regular basis with keeping the contract on budget each year
* Used MS Word, Excel and PowerPoint to prepare monthly reports for client and corporate management
* Worked with attendance timekeeper, setting up new users and resolving issues in Deltek and JAMIS
* Used MS Access to run reports of data in SQL database and to write queries to use directly within MySQL

**Fulfillment Team Leader**

**Aspen Systems/Lockheed Martin, NCI Distribution Center**

**Baltimore, MD (2002-2003)**

* Oversaw shipping department
  + Used various shipping systems (FedEx / UPS online shipping, Pitney Bowes USPS shipping) to direct the work of two clerks in processing and shipping orders
  + Maintained budget reports on postage used and resolved discrepancies when found
  + Responsible for a monthly shipping budget of $100k
* Assisted Warehouse Team Leader as needed in counting and maintaining inventory

**Shipping Clerk**

**Aspen Systems, NCI Distribution Center**

**Baltimore, MD (1998-2002)**

* Shipped orders based on standardized instructions
* Monitored postage usage and alerted team leader when postage needed to be added

**Order Clerk**

**Aspen Systems, NCI Distribution Center**

**Baltimore, MD (1994-1998)**

* Pulled and packed orders based on standardized picking list
* Monitored packing supplies and alerted team leader when low

**EDUCATION and TRAINING:**

High School Diploma, Southern High School (1994)

Manager’s Shipping Course, Pitney Bowes (2002)

Administrative Assistant Course, Skill Path (2006)

**CERTIFICATIONS:**

Forklift Operator (1999-2017)

CPR / AED (2009 – 2017)

**AWARDS AND RECOGNITION:**

2016 – Team Award for 11 years of accident-free operations

2015 – Team Award for contributions to Environmental, Safety and Health audit with no major deficiencies found

2014 – Team Award for nine years of accident-free operations

2013 – Team Award for exceptional contributions to the reconfiguration of the warehouse and pick area

2011 – Team Award for six years of accident-free operations

2010 – Team Award for five years of accident-free operations

2009 – Individual Award for labor saving recommendation that significantly improved operations

2008 – Individual Award for contributing to the seamless transition of new business from previous contractor

2007 – Individual Award for contributions to the successful win of new business

2006 – Individual Award for exceptional contributions to operations

2005 – Team Award for successful installation and implementation of a Warehouse Management System