

# Ray C. Sanchez

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Phone Number & Address Available Upon Request

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- Strong experience in supplier sourcing, data analysis, and process improvement; strong understanding of information systems, financial management, and reporting tools.
  - Solid practical experience conducting market research, preparing and reviewing RFIs / RFPs, performing price variance analyses, and identifying opportunities and risks
  - Excellent communication, presentation, relationship management, and negotiation skills
  - Technical proficiencies include Microsoft Office (Word, Excel, Access, Outlook, PowerPoint); PowerBI; DocuSign; SQL; Adobe Acrobat; Oracle Business Intelligence; Google Docs, Google Sheets; FTP; Front-End Development (HTML5, CSS3, JavaScript, jQuery, React, Bootstrap – Responsive Web Design, WordPress), Git, Node.js, Express.js, SQLite, Mocha;
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## **Comcast via Randstad Professionals & Pinnacle Group, Philadelphia, PA**

Nov 2017 – Nov 2019

### *Strategic Procurement / Offer Management*

- ◆ Brought on board to support multi-billion-dollar nationwide construction labor supplier consolidation and process improvement initiatives
- ◆ Maintained and extracted data from “Should Cost” time/motion model created by a leader in management consulting
- ◆ Performed price variance analysis on 100+ line items across 20+ regions on a national scale (2200+ prices) in \$B+ Construction Labor market; tracked and analyzed CPI/ECI/PPI and labor rates from the Bureau of Labor Statistics
- ◆ Developed Powerpoint decks and PowerBI dashboards on a small team that manages \$5B in company spend
- ◆ Researched, profiled, and contacted potential construction labor business partners; Analyzed pros/cons of subcontracting, helped drive consolidation efforts, and performed SWOT analysis
- ◆ Investigated business partner invoices to find average rate, quantify line items, and extrapolate forward
- ◆ Prepared and sent variable data mail merges on 100+ contracts via DocuSign; contract analysis
- ◆ Created tiered pricing and tiered credit models to track spend impact and potential credits
- ◆ Assisted in mapping and shifting prices to a national rate card, standardizing Scope of Work (SOW) Agreements, and improving reporting processes
- ◆ Assisted in Consumer Premises Equipment (CPE) efforts; BOM analysis; Researched and analyzed memory, semiconductor, tariff, commodities, and electronic component trends; Helped drive risk mitigation efforts
- ◆ Assisted in driving key performance indicators (KPIs) for construction labor projects and analyzed potential credits if partners failed to perform to standards
- ◆ Drove RFx to compare companies that track, analyze, and report construction labor KPIs
- ◆ Streamlined the collection and reporting of eligibility data for 100+ minority-owned and woman-owned vendors, leading to more than \$65M in new contracts
- ◆ Served as primary point of contact for vendor participants in the Diversity & Inclusion program; managed construction labor vendor spend reconciliation process

## **Zip Mailer, Inc, Coral Gables, FL**

May 2005 – Jun 2017

### *Production Manager & Shipping/Receiving*

- ◆ Performed a wide range of strategic planning, logistics, and operations management functions for this direct mail corporation producing 100,000+ pieces per day. Initiated daily operations and led a team of skilled workers
- ◆ Achieved operational efficiency via time study analysis, quality control measures, and cost benefit analyses
- ◆ Developed improvements throughout supply chain to minimize labor costs, inefficiencies, and downtime
- ◆ Forecasted expected demand, coordinated sourcing of supplies needed, and prepared workforce
- ◆ Maintained 200+ client business network while constantly developing new client relationships
- ◆ Minimized production downtime via data backup methods, troubleshooting, onsite repair of computer hardware, software, and malware removal; reimage computers as needed
- ◆ Installed and maintained security systems, backup measures, and high-speed inkjet systems
- ◆ Implemented new bulk mailing software, barcode requirements, and error controls for USPS compliance
- ◆ Merged mailing lists into software, correct data entry errors, and prepare variable data for printed product
- ◆ Developed web site and created SEO friendly web pages; Maintained web/email server

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## **Florida International University, Miami, FL**

May 2017

### *Bachelor of Business Administration (BBA) - Finance Major*

- ◆ Dean's List - Fall 2015, Spring 2016, Summer 2016, Fall 2016, Spring 2017

## **Miami-Dade Community College, Miami, FL**

May 2015

### *Associate in Arts Degree*