

# **Valentina Sustaita, SPSM, SPSM2**

## **Introduction**

Senior Procurement and Project Manager with over eighteen years of government and business experience with consistent delivery of quality procurement, project management, contracting and supply chain management. Procurement group leader responsible for managing diverse teams through complex project growths, change management and turnaround situations. Senior Manager with a history of coordinating individual talent focused on organizational goals and strategic objectives.

## **Procurement Capabilities**

- Performed all procurement functions and bidding activities in accordance to the highest level of government and industry standards
- Managed staff in procurement of a many commodities within private and government sectors, construction, oil & gas and logistics industries
- Developed, wrote and implemented purchasing, contracting, warehousing, asset management and operational procedures and contract terms and conditions
- Developed and implemented cost savings strategies across multiple commodities, and multiple department levels
- Expert in high level contract negotiations and working with FIDIC, FAR and DFAR as well as different Government Codes and regulations

## **Project Management Capabilities**

- Managed and administered an assortment of projects in support to improvements of business practices in areas of procurement, warehousing operations, and change management
- Coordinated multifunctional teams in construction projects with responsibility for costing, estimating and planning activities and ensuring best value is obtained including supplier base, use of internal and external resources
- Successfully project managed and implemented E-sourcing and ERP procurement, warehousing and contracting/project function for private organization delivering paperless and cost effective business results
- Maintained and completed project key performance indicators, wrote detailed and summarized project reports, costing and processed contracts variations
- Managed complex multi-million dollar construction contracts for oil & gas and facilities projects

## **Leadership Capabilities**

- Managed teams of diverse procurement and contract managers in delivery of quality service to Client and Customer
- Led project personnel through project lifecycles from the bidding processes to contract execution
- Oversaw staff utilization and resource management under mergers and change management
- Implemented and executed complex procurement and warehousing training and staff improvements

## **Experience:**

**01/2014 to                      Procurement Management Specialist  
Current (9 months)    Acting Purchasing & Contracting Director  
                                    Kenai Peninsula Borough, Soldotna, Alaska, USA**

- Responsible for the wide range of project procurement in Borough formal bidding to cover maintenance, construction and capital projects, services and building improvements
- Actively restructuring current business practices to improve processes efficiencies and work performance of the purchasing department and warehouse support areas
- Overseeing warehouse operations to Borough maintenance department covering all school facilities, developed and improved management of inventory, stock control and operations
- Management of purchasing function for the Borough to include informal and formal bidding procedures
- Overseeing and managing Borough-wide tangible surplus property disposal
- Since August of 2015 acting head of department in absence of Borough Procurement and Contracting Director
- Lead the projects for a business integration and improving efficiencies, operational procurement and contracting

**03/2009                      Senior Procurement Manager  
01/2014                      Supreme Fuels Trading FZE, Dubai, UAE**

- Set up and leadership of technical procurement and logistics function for the business in oil & gas with achieved fully functional operations. Later responsible for the group restructure of the technical procurement operations covering support to logistics, oil & gas and food business.
- Established an end-to-end internal supply chain solution for all assets and consumables via international procurement, logistics and asset management hubs on a global level
- Lead a team of procurement managers to achieve optimal results with best business practices, compliance to quality systems and procurement

in timely manner. Average annual volume of over \$90 mil in procurement of supply and services.

- Lead the project for a key integration across all locations in several countries to ensure a seamless supply chain through management of procurement and warehousing teams
- Overseen number of construction projects for the downstream operations, fuel storage and site support facilities of annual value in excess of \$200mil
- Managed project implementation of ERP system for global procurement, warehouse and asset management and implementation of E-sourcing function for the company
- Developed and managed property disposal function within the organization
- Managed stock control and supply chain operations of 6 warehouse facilities in two countries
- Established high level cost savings strategies averaging 10% of spent reported every year

**05/2008      Commodity/Procurement Manager**  
**03/2009      Jeppesen (A Boeing Company) Englewood, Colorado, USA**

- Managed procurement and contracting for corporate facilities in Jeppesen national and overseas offices by delivering the high level agreements across business units and national facilities at annual value of \$9mil.
- Provided optimum procurement solutions based on best business practices against time, cost and quality to ensure fit for purpose equipment and supplies
- Managed projects for global airport surveys and national office supply
- Established optimal cost savings strategies across the business

**05/2003      Head of Procurement**  
**12/2005      United Nations Office for Project Services, Field Offices  
Kabul, Afghanistan & Dubai, UAE**

- Establishment and management of operations for the UNOPS Dubai and Kabul procurement section, which served as the regional procurement hub for individual United Nations' mission that spanned over several continents
- Managed full procurement and contracting function for property rehabilitation, construction and road building and development
- Performed an end to end procurement and logistics solution for multimillion dollar project for International and Governmental Non-Profit Organizations
- Established fully operational procurement standard operating procedures for the local operations
- Managed training for subordinates and Afghan national staff in the complete procurement process and contract administration.

**06/2000      Procurement Officer and Advisor**  
**03/2003      United Nations Transitional Administration of East  
Timor and Central Bank under UN, Dili, East Timor**

- Performed full buying function from requisitioning to award via competitive bidding process for various commodities and service contracts
- Developed rules and procedures in procurement for the National Banking and Payments Authority comprised of a Procurement and Property Disposal Manual
- Set up fully functional contracting cell for East Timorese national procurement office and lead the team of international and national staff through the training and change management
- Established functional procurement and logistics operations with team development
- Managed variety of purchasing commodities from equipment supply, services and construction

**12/1994      Contracting Assistant**  
**05/2000      US Military, USNSE Joint Contracting Center, Europe**

- Performed contracting and procurement function for US Army Joint Contracting center in Croatia ensuring the full operational support for logistics movements of American military troops to Balkans
- Managed the full purchase to pay cycle ensuring the operational requirement. Managed office and facilities management for the JCC Croatia and liaison between European and Balkans offices
- Performed official translation for all documentation and contracts

#### **Education**

- Associates of Science in Business Administration, Colorado Technical University
- SPSM and SPSM2 - Senior Professional in Supply Management Certification