

MS. BRIANA YARBOROUGH, MBA

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Accomplished Procurement Professional with significant experience that spans over a decade including, but not limited to; being skilled at negotiation, energy research, budgeting, operations, systems implementations/administration, accounting, project management & procurement. Adept at developing and implementing detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives. Familiarity with SDLC, HRIS, GAAP, SEC, SOX, IFRS, Change Management and Project Management principles. Currently seeking a position within a company that will view my skill set as beneficial and a valuable addition to their team.

QUALIFICATIONS:

- o Ability to communicate with various types of people and personalities which has aided in cultivating client relationships, diffusing situations and having positive interactions with colleagues.
- o Thrives in environments that require the capacity to prioritize concurrent projects both calmly and efficiently.
- o Proven track record of accurately conducting research, reporting, information management, process improvement, and business development efforts within budget and time constraints
- o Proficient at utilizing; Access ▪ Adobe Acrobat ▪ Agile ▪ Cisco WebEx ▪ Confluence ▪ EcoSys ▪ Enovia ▪ Excel ▪ HTML Hyperion ▪ IMPACT Reporting ▪ Jobvite ▪ Mac OS ▪ MS LiveMeeting ▪ MS Project ▪ Oracle ▪ Outlook ▪ PeopleSoft PowerPoint ▪ Primavera ▪ Publisher ▪ QuickBooks ▪ SAP ▪ SAP Ariba ▪ SQL ▪ Salesforce ▪ SharePoint ▪ Travel Management Systems ▪ Windows OS ▪ Word ▪ Workday.
- o Broad knowledge of various IT technologies, such as Cloud Computing, Network Architectures, Software Development, Windows Operating Systems, SQL/Oracle Databases, Financial Applications, etc.; advanced Excel user (*vlookup, pivot tables, macros, VBA, etc.*)

PROFESSIONAL BACKGROUND:

06/2014-Present: Phillips 66, Houston, TX, Billings, Montana & Bartlesville, OK - positions listed below

Turnaround Procurement Analyst & Buyer, MRO & General Supplies - 01/2017-Present

- o Carried out the procurement and project management activities for Billings 2017 mega-turnaround including building contract summaries, contract amendments, creating OLAs, data analysis and template development to streamline work, savings entries, hot buying (*1000+lines*), overseeing materials expediting and initiating contractor performance reviews
- o Managed over 125 separate suppliers while developing strategies to mitigate risk of supply interruption
- o Analyzed spend and usage of MRO purchases for managed sites which resulted in an annual cost savings of \$225k

Procurement Systems Analyst, Phillips 66, Houston, Texas - 06/2014-01/2017:

- o In charge of procurement systems implementation and operational functions of this Fortune 50 diversified energy manufacturing and Logistics Company.
- o Provided significant support in Organizational Change Management efforts of Ariba Project II e-procurement catalog implementation to ensure on time and on budget delivery of the intended functionality and rapid user adoption.
- o Recognized for consistently achieving cost savings for the business through contract negotiations, supplier management and enforcing administrative spend reductions combined with maximizing SAP Ariba project productivity through data analytics/ migration and facilitation of process improvement efforts.
- o Other special projects: Global Contracts reporting, CPO/ ELT Road Show, systems implementation support, IMPACT reporting and other analytical assignments
- o Acted as central Procurement contact/ liaison to all internal/external parties.

08/2012-06/2014: Manager, Operations, Whitehat Security Inc., Houston, TX

- o Managed operational functions, special projects, and provided support to strategy and client interactions team of this leading provider of website risk management solutions.
- o Supported and led various aspects of data gathering/ assimilation, system configuration and other components of global Workday, Confluence, Salesforce and Jobvite implementation and conversion projects
- o Produced progression metrics/insights for executive leadership throughout project and strategic planning processes combined with planning, organizing and managing project and information management efforts that aligned with organizational needs.
- o Orchestrated and monitored strategy for high-risk service accounts and client satisfaction efforts through historical data and forecasting principles.

01/2012-08/2012: Energy Research Administrator – Contract, Wood Mackenzie Inc. – Houston, TX

- o Supplied research and analysis support for the Upstream, Gas, Power, Macro Oils, and Global Markets Research units within this International Research and consulting services firm.
- o Selected to establish industry-related publications, presentations and pamphlets for use in direct marketing and client portals also served as subject matter expert for department-specific systems.
- o Provided aid in the configuration of customized business solutions – client portal service via HTML and SQL language.
- o Secured customer feedback, prepared analytics report and presentation, disclosed findings and recommendations with executive head and implemented solutions strategies.

07/2009-12/2011: Office Manager, Local Initiatives Support Corporation, Houston, TX

- o Provided high-level support to regional office of a National Non-Profit Organization with over 30 locations nationwide combined with managing government-funded projects, maintaining compliance, and implementing control metrics.
- o Developed efficiency-enhancing workflow processes to accommodate increasing responsibilities necessitated by staff reductions
- o Reduced expenditures by implementing needed material controls and standardizing procurement procedures.

07/2007-07/2009: Executive Assistant, Constellation Energy – Houston, TX

- o Supplied administrative and technical support for Operations, Land, Upstream and Downstream Origination, Gas Trading, Gas Scheduling, HSE and Accounting Groups including the Executive Head's of these groups in this Fortune 500 energy company.
- o Resolved employer challenges with innovative solutions, systems and process improvements proven to increase efficiency while overseeing a wide variety of executive support functions, aiding all level projects and information-management processes.
- o Researched and extracted HSE data for analysis, risk assessments, managerial reporting, and action planning.

EDUCATION & PROFESSIONAL DEVELOPMENT:

➤ **TEXAS WOMAN'S UNIVERSITY, AUGUST 2015**

Master of Business Administration

Related coursework includes Project Management, Strategic Information Systems, Marketing Management, Management and Organization, Business Ethics & Legal Environment, Administrative Managerial Finance, Global Business, and Applied Business Environment.

➤ **UNIVERSITY OF HOUSTON DOWNTOWN, MAY 2014**

Bachelor of Business Administration in Management; Minor in Supply Chain Management

Related coursework includes Project Management, Enterprise Information Systems, Service Operations, Supply Chain, Business Strategy, Risk Management, Human Resources Management, Compensation, Ethical Principles, Legal Environment, Diversity and Leadership.

➤ **HOUSTON COMMUNITY COLLEGE, MAY 2012**

Associate in Arts – Core Curriculum Transfer