



CELESTE
**Vendor Relations/Supply Chain
Manager**

Nationality: Filipino Date of birth: November 13, 1987 Batangas, Philippines

A goal-driven and highly productive Vendor Relations/Supply Chain Manager with 11 years of expertise in Vendor Management, Inventory Planning, Negotiation, Costing & Pricing and Supply Chain Management

Soft Skills

- Adaptability
- Teamwork
- Leadership
- Learning
- Negotiation
- Analytical Thinking
- Communications
- Problem Solving
- Work Ethic
- Conflict Management

Employment History

**Vendor Relations Manager
at
Front Desk Supply, Manila /
USA**

May 2023 – Present

- Negotiating contracts with suppliers
- Assessing the performance of vendors
- Maintaining sufficient inventory
- Routing supplies to appropriate departments
- Ensuring vendor compliance with company standards
- Managing vendor billing and disbursements

**Inventory Planner at
/
USA**

May 2022 – May 2023

- Plans the replenishments of FBA inventory of different brands
- Maintains and monitors the IPI score of each brand
- Manages the inventory and recommends the plan of action when issues arise

- Coordinates with different internal departments and teams (Marketing, Product Development, Logistics, Client Success Managers, Supply Chain, Finance, Procurement) as well as with the external stakeholders (Clients, 3PLs, Suppliers)
- Prepares weekly, monthly and quarterly reports to be presented to the team for status updates
- Initiates and implements projects for process improvements

Retail Planning Analyst at [REDACTED] [REDACTED]/USA

February 2018 – May 2022

- Plans inventory reorders making sure they arrive on time
- Delivers accurate and detailed visibility of open orders and inventory status as required by the client and internal departments
- Maps processes of possible consequences of decisions, to work out the importance of individual factors and to choose the best course of action
- Is involved in costing & pricing of products to make sure the target margin will be met
- Initiates and implements Supply Chain process improvement projects

Purchasing Supervisor at [REDACTED] [REDACTED], UAE

January 2014 – January 2018

- Had four (4) years of rich experience in handling the entire procurement cycle from sourcing and branding, performing feasibility studies, negotiating prices, buying, shipping, receiving, inputting the SKUs in the system, managing inventory, planning and reordering of more than 2000 SKU's of different imported brands of household items

Education

Bachelor of Science in Industrial Engineering, [REDACTED] Laguna

June 2006 – March 2011

High School Diploma, [REDACTED] [REDACTED]

June 2001 – March 2005