

JENYPHER BACA

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 Knoxville, TN 39731

PROFESSIONAL SUMMARY

Detail-oriented Administrative Professional with expertise in contract administration, procurement, and operational support across the aerospace, energy, and defense industries. Skilled in record management, purchase order processing, and vendor coordination. Experienced in developing SOPs, onboarding new hires, and optimizing workflows for efficiency. Proficient in Microsoft Office, SAP, SharePoint, and data management. Strong communicator with a focus on process improvement and compliance to support seamless operations.

SKILLS

- Bilingual (Spanish/English)
- SAP, SharePoint & ERP Systems
- Microsoft Office Suite
- Inventory & Supply Chain Management
- Procurement & Vendor Management
- Contract Administration & Risk Management
- Logistics Coordination & Expediting
- Cross-functional Collaboration
- Onboarding and Training
- Regulatory Compliance & Documentation

EDUCATION

Bachelor of Arts in Business
American Public University

CERTIFICATIONS

- LEAN Six Sigma Green Belt

WORK HISTORY

Collins Aerospace- Contract Administrator (Miramar, FL)
07/2024-11/2024
(Contract Role)

- Processed critical military and commercial spare part repair orders (ROs), ensuring timely review, order processing, and compliance with government requirements.
- Maintained proactive communication with customers by providing RO status updates, modifying customer portals, attending meetings, and coordinating follow-ups.
- Processed 45 RO reviews daily, cleared order holds, and submitted required data through SAP & SharePoint for delivery processing.
- Utilized SAP for sales order review and logistics coordination.
- Collaborated with internal teams to resolve schedule misalignments, expedite requests, and secure approvals for urgent orders.
- Led and executed subcontract closeout activities, ensuring all contractual obligations were met and proper documentation was completed.

AEP Energy- Contract Administrator (Knoxville, TN)
03/2024-07/2024
(Contract Role)

- Reviewed gas and electric contracts for pricing accuracy, redlining, and compliance with company policies to initiate service activation.
- Supported daily contract operations for a 10-member team, assisting in contract lifecycle management and issue resolution.
- Accountable for the timeliness and integrity of mission-critical projects, consistently meeting deadlines.
- Supported contract administration tasks, assisting with data entry, file management, and other administrative duties as assigned by management.

SOLV Energy, LLC - Procurement Contract Administrator (San Diego, Ca)

05/2022 - 07/2023

- Developed sourcing strategies for electrical equipment, including solar power infrastructure components, contributing to large-scale renewable energy projects.
- Partnered with Accounting, Engineers, and Project Managers to assess technical requirements, streamline procurement, and resolve supplier payment discrepancies.
- Conducted market analysis to identify and onboard 42 new suppliers by evaluating supplier capabilities, lead times, and compliance with industry standards.
- Optimized inventory database accuracy by 87%, ensuring precise tracking of electrical and renewable energy components essential for utility-scale solar projects.
- Managed purchasing processes for direct and indirect materials, ensuring adherence to contract terms, budget constraints, and project timelines.

Kalman & Company Inc - Administrative Warehouse Assistant
(Camp Pendleton, Ca)

06/2021 - 03/2022

- Orchestrated the onboarding of 12 new employees within a four-month timeframe, ensuring a seamless integration into the company by overseeing the administrative requirements.
- Worked closely with onsite managers to implement 32 corrective actions over six months, leading to a 42% decrease in repeat infractions and improving team productivity and OSHA compliance.
- Assisted 12 employees in obtaining or renewing warehouse management system certifications within two months, ensuring compliance with contract requirements.
- Acted as a pivotal communication bridge between 56 employees and HR corporate, resolving 98% of queries and concerns within a 48-hour window, enhancing employee satisfaction and operational fluency.
- Ensured 100% accuracy and compliance in time-capturing for payroll across 56 employees, mitigating payroll discrepancies and ensuring timely disbursement of salaries.

United States Marine Corps - Supply Administrative & Operations Specialist (Marine Wing Headquarters Squadron 1 Okinawa, Japan// Northwest Annex TCO Chesapeake, VA)

08-2016- 08-2020

- Managed procurement, supply chain logistics, and inventory control for mission-critical equipment, ensuring operational readiness for aviation and ground support.
- Processed and tracked purchase orders, contracts, and invoices in compliance with military regulations (FAR/DFAR) and procurement policies.
- Conducted audits and reconciliations, maintaining a 98%+ accuracy rate for inventory valued at \$6-8 million.
- Developed and implemented Standard Operating Procedures (SOPs) to streamline procurement workflows and improve operational efficiency.
- Coordinated with finance, logistics, and command leadership to support mission requirements, ensuring timely acquisition and distribution of materials.
- Trained and mentored junior Marines, providing guidance on procurement policies, inventory management, and compliance with military regulations.