

Raquel Penabella

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SUMMARY OF QUALIFICATIONS

- 13 years of Project Management Experience.
- Sourced product, domestic vendors, and overseas manufacturing plants.
- Practice Effective Contract Negotiation Skills to obtain the value and quality.
- Analytical with the ability to multitask in order to produce efficient and effective work.
- Flexible to work independently or in a team environment.
- Detailed oriented and thorough to ensure that all business objectives are met in an organized and concise manner.

SKILLS:

- Bilingual – English & Spanish
- Mail Order Manager 6.0
- QuickBooks
- AV Equipment
- Microsoft Outlook, Word, Publisher, Excel & PowerPoint
- Share Point / Docuware
- AS400 / BRIO
- Internet Sourcing

WORK EXPERIENCE

4/2008 – Present Blue Leaf Hospitality

Senior Project Manager

Oversee Custom Project in the Furniture and Hospitality Industry. Collaborate with various Purchasing Companies and Design Firms. Source local and international manufacturers for product fulfillment. Work with various logistics forwarders and carriers. Manage extensive timelines from production lead times to transit times to meet installation deadlines. Heavy email communication and ability to review and analyze PDF/AutoCad drawings. Issue Invoices and collect final balances. Issue purchase orders, as needed.

4/2008 – 4/2009 Northern Capital Insurance Group

Executive Office; Administrative/Recruiter

Provided administrative support to the executive team, comprised of Chairman, Vice Chairman, CEO, and COO. Assisted them in sourcing and recruiting personnel for various subsidiaries.

/2004 – 3/2008 THE GREAT AMERICAN HANGER COMPANY, INC – INC 500 COMPANY

Purchasing Department; Buyer/Planner

Prepared and maintained purchase orders. Tracked inventory turns and prepared monthly open to buy reports, including aging, back order, overstock, and various inventory reports used to communicate with various internal departments. Tracked all imported product and local deliveries from suppliers and manufacturers. Sourced overseas manufacturers and/or suppliers, including freight forwarding companies. Negotiated pricing and contract requirements. Maintained excellent working relations with suppliers and manufacturers. Traveled to China, once a quarter, to reinforce factory relations and revised quality assurance programs. Worked closely with the Finance/Accounting department to ensure that invoices were paid in a timely manner.

3/2002 – 5/2004 LINDA ROBINS & ASSOCIATES Miami, FL

Permanent Placement Recruiter and Client Services Representative

Provided professional recruitment services to corporate clients from various industries. Identified and established rapport with new sales leads and prospective clients. Interviewed and evaluated viable candidates through various media resources and consistent recruitment strategies. Recruited candidates for permanent positions and assisted the temporary division make placements.

10/2000 - 9/2001 SUNGLASS HUT INTERNATIONAL Miami, FI

Merchandise Planning & Distribution; Store Planner

Responsible and proactive with all inventory and store merchandising requirements. Formatted and analyzed various assortment reports to determine manual replenishment from store transfers and/or distribution center. Analyzed clearance and coordinated store clean ups. Improved and maintained the sales performance of over 350 stores, which is approximately 88% of the stores within my assigned regions. Out of these, 30% attained their individual assigned weekly percent to plan goals for the first time in two years. The remaining 12% of stores are either seasonal stores or locations that were being geographically reevaluated.

10/1997 – 10/2000 SUNGLASS HUT INTERNATIONAL Miami, FI

Human Resource; Associate & Corporate Recruiter

Hired to provide administrative services to the Recruitment Director, and progressively promoted to Corporate Recruiter after one year of employment. Utilized cost effective recruiting methods to source, qualify, and assess various corporate level positions, as well as field District Managers, for contract and right-to-hire. Administered technical testing to candidates and performed reference checks. Researched and revised the company's relocation policies and procedures, which promoted a savings of over a million dollars in comparison to the previous existing package. Introduced and established online recruiting for field and corporate uses. Expanded the company's existing recruiting resources by updating and registering with industry related job fairs, publications, and internship programs. Wrote and designed several recruiting promotional materials including brochures and newspaper advertisements. Presented a recruitment workshop for district and store managers, updating this material on a yearly basis.

3/1994 - 10/1997 ROYAL CARIBBEAN CRUISES, LTD. Miami, FI

Casino Operations, Administrative Assistant

Provided administrative assistance to the Vice President, Director, and Managers of the Casino Operations Department. Coordinated daily operations and handled office tasks such as ship and shore side correspondence, committee minutes, telephone ship reports, calendar appointments, travel, shipping, file management and database administration. Assisted with new building projects and scheduled regular casino maintenance onboard a fleet of 12 cruise vessels. Researched and prepared statistical and best practice reports when required by Operation Managers for review. Assisted the Human Resources Department coordinate and present New Hire Orientation for new shipboard casino personnel. Provided exceptional internal customer service to shipboard casino management and staff. Maintained a weekly and monthly follow up with the casino's purchasing department on open bids and orders. Helped the department achieve consistent positive internal and external audit results over a two-year period.

EDUCATION

Miami Dade College –
Business Administration