

Engr. Mary Jane M. Gajo

Supply Chain Management – Vendor Management Lead

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Summary

Currently working at Transcend Tower Infrastructure Inc, (ATC Philippines) since March 15, 2022, under the Supply Chain Management Department. Responsible in vendor accreditation, PO issuance and ensuring that vendor partners billings are processed on the given timeline.

Had been with Globe Telecom, Inc. since December 2007. Had successfully delivered the engineering and design of Globe Offices and Globe Stores Projects. Managed and monitored the implementations and maintenance of Globe Stores Facilities.

Had been leading the Support Facilities Procurement Team, who is responsible in procuring Globe's requirement in terms of General Construction Scope for Globe Cell Sites, Data Centers, Corporate Offices and Stores, Preventive and Corrective maintenance services for Globe's Facilities and Equipment.

Had been a Technical Services Engineer in Australian Embassy, who is responsible in managing the property service tracking database, repair and preventive maintenance of all the residences of Australian Embassy Diplomat.

Had been a Facilities Administrator in Teletech Novaliches who is responsible for the overall facilities monitoring and maintenance of all premises of the company.

Had been the Regional Planner and Logistics of one of the telco contractor and been responsible for the end to end progress of all the projects.

Had been a Civil Engineer/Inspector, who is responsible in monitoring the quality of work of the subcontractor and the end-to-end progress of the projects.

SUPPLY CHAIN MANAGEMENT – VENDOR MANAGEMENT LEAD TRANSCEND TOWERS INFRASTRUCTURE (PHILS.), INC. / ATC PHILIPPINES MARCH 15, 2022 – PRESENT

Data Management and Analytics:

- Create a country dashboard for Vendors, PO, Contract, and Invoice.
- Regular updating of dashboard by extracting information from different portal such as ECMS and Oracle.
- Coordinate with corporate IT handling ECMS and Oracle for any update requirements.
- Submit relevant reports with immediate superior or internal customers regarding Vendors, PO, Contract, and Invoice.
- Analyze the data and acts as a score keeper for the key metrics.

Vendor Accreditation and Evaluation:

- Get the new vendors on-board, ensure that all accreditation documents are collected and verified. Communicate with Finance, get the vendor code and send to vendor.
- Do the yearly performance evaluation of vendors. PO Issuance and Monitoring:
- Create the PO in Oracle, communicate with internal customers for any clarifications relative to PO issuance
- Issue the PO to vendors, ensure to get confirmation of acceptance
- Monitor the status of PO, get delivery schedule, and send the shipping documents to Warehouse/Logistics team.
- Maintain a copy of each PO issued, save it in a shared folder available for everyone to view.

Contract Management:

- Keep the copy of each contract and save it in a shared folder available for everyone to view

- Monitor the status of each contract, ensure that contract is always valid, communicate with SCM Associate for renewal.

Invoice Payment Monitoring:

- Resolve the issues encountered on invoice processing communicate with vendors and VHD to resolve it.
- Ensure that all invoices sent by vendors are process on-time, communicate to concerned department to expedite it.
- Monitor the status of each Invoice, follow up with Finance.
- Send the payment confirmation to vendors and get the official receipt.

Internal Customer Satisfaction:

- Generate relevant reports for internal customers pertaining Vendor, PO, Contract, and Invoice.

Finance Forecast:

- Provide cash flow, BOC, and another financial forecast relevant to SCM.
- Provide reports on the overall cost of sites, cost of each A-Class Materials, and other costs that are relevant to business operations.

TEAM LEAD OF SUPPORT FACILITIES PROCUREMENT TEAM

GLOBE TELECOM INC.

DECEMBER 2018 – MARCH 15, 2022

- Provides support to Globes operation by ensuring that all requirements are being procured in timely manner with the best quality and value for Globe Telecom.
- Prepares weekly and monthly report on the progress of all the requisition received by Procurement.
- Responsible in ensuring that all concerns of the internal and external proponent are being addressed.
- Responsible in assigning to the buyers all the requisitioned received every day.
- Accountable in enduring that the standard operating procedures of Globe procurement are strictly being followed and implemented.
- Provides leadership and management guidance to one-downs to ensure successful delivery of requests.
- Develops and monitors the leadership programs of reporting lines.
- Contributor to process improvements of entire procurement process.
- Well versed with decision making and strategic skills
- Review the submitted invoices and forwarded to internal customer
- Recommend and assist the vendor management in accreditation as well status of the as of new and existing vendors.
- Collaborate with the Vendor Management to resolve any issue reference to the vendors.
- Initiate and review the contract per vendor and submit to designated lawyers for final review and comments.
- Work together with the Vendor Management to align the process and flow to ensure that policies and procedure are being followed by the vendors.

PROCUREMENT BUYER

GLOBE TELECOM INC.

APRIL 2016 – NOVEMBER 2018

- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Negotiate directly with the vendor to get the best possible pricing and payment option.
- Handle bid events, site pre-bid and ocular inspection.
- Appraise and improve sourcing activities
- Analyze spending, supply partnerships and new possibilities
- Ensure all records relevant to area of responsibility are maintained, managed and reported

- Delivered the Purchase Orders accurately and in accordance with the standard operating procedures and timelines.

CIVIL ENGINEER

GLOBE TELECOM INC.

JULY 2008 – APRIL 2016

- Responsible for the preparation of Scope of Work, Estimated Timelines, Design Reference and or Specifications, Bill of Quantities (BoQ) and Project Cost Estimates.
- Facilitate bidding process for the preparation of PO issuance by Procurement
- Accountable in ensuring that the correct specification and design are being implemented during the construction stage.
- Ensuring the quality of the project delivered by the contractors by doing punch listing prior project acceptance.

ADMIN ASSISTANT

GLOBE TELECOM INC.

DECEMBER 2007 – JUNE 2008

- Responsible in monitoring the progress of the projects.
- Responsible in monitoring the deliverables of all engineers with regard to engineering designs and project implementation.
Prepares and communicates progress report and other documentation as required.

TECHNICAL SERVICES ENGINEER – AUSTRALIAN EMBASSY

CB RICHARD ELLIS

JULY 2006 – NOVEMBER 2007

- MANAGE THE PROPERTY SERVICE TRACKING DATABASE
 - Receive and monitors all property services request from A-based officer and encode in the Property Service Tracking Database.
 - Assign property service request to appropriate staff/person or supplier.
 - Regularly updates the tracking database of the status of request and send a weekly update to the Property Services Manager.
 - Whenever required prepares a report of repairs and maintenance conducted per residence.
- REPAIR AND MAINTENANCE SERVICE COORDINATOR
 - Coordinates all repairs and maintenance request with suppliers, tenants, landlords and/or other property staffs. This includes scheduling, quote acquisitions, and coordination of landlord's repairs (major repairs). Preparation of communication for repairs must be coordinated with Property Services Coordinator.
 - Manage monthly Preventive Maintenance Programme ensuring that problems identified in the program are acted upon. E.g. recommendation for repairs should be verified and quotes should be obtained to be submitted to the Property Services Manager for approval or endorsement to attached agencies.
 - Supervise all the preventive maintenance work to ensure works are carried out on time and of good quality standard.
 - Direct and supervise repair works ensuring that they are the correct solution.
 - Ensure that agreed work specification is applied by suppliers/contractors and landlords.
- PROPERTY INSPECTION OFFICER
 - Inspect condition of properties prior to change of tenants or occupancy for new leases, prior to lease negotiations to identify make good works to be done by Landlord, and prior to termination of lease to ensure Landlord properly accepts the property.

- Assist the Property Services Coordinator in the hand over of the house prior to occupancy, or during change over of tenants.
- Assist the Property Services Coordinator in the implementation of the fit out/restoration works including coordination with Landlord, tenants, Property Services Manager and Security Manager.

FACILITIES ADMINISTRATOR – TELETECH NOVALICHES

CB RICHARD ELLIS

MARCH 2006 - JULY 2006

- Assist in overseeing and controlling the day-to-day running of the Facilities Management Department.
- Take responsibility for quality control of staff performance and all materials produced by the Department to ensure that top quality services and products are provided to Clients and that clients' expectations are met.
- Take responsibility for the quality and accuracy of all relevant financial documentation to clients, and ensure that these are in requested formats.
- Cultivate and maintain good relationships with clients, their staff and employees.
- Assist in building a quality team asset services personnel and establish a track record for the company as a quality asset service provider.
- Set up and enforce an effective due diligence system for monitoring the quality of cleanliness, tidiness and maintenance of all facilities managed by the department.
- Set up and enforce an effective due diligence system for supervising the quality of improvement works carried out by the department. Ensure that the works are planned to minimize disruption to clients and that procedures are enforced to maintain cleanliness and minimize damage and spoilage.
- Carry out any other duties as assigned by the Operations Manager, Facilities Manager and Facilities Lead.

REGIONAL PLANNER AND LOGISTICS – DIGITEL GSM PROJECT PHASE 3

ALCATEL PHILIPPINES

SEPTEMBER 2003 -NOVEMBER 2005

- Coordinate with field inspectors to monitor the progress and activities of 130 sites, prepares daily and weekly reports on a per site basis for the Project manager.
- Coordinate the works of the subcontractors and held meeting whenever necessary.
- Attend weekly coordination meeting with the clients to discuss and tackle all related problems encountered on sites.
- Responsible for the materials requisition to be used on site as per advice by the site engineer and ensure the availability of materials on the scheduled date required.
- Coordinate closely with the clients and subcontractor for completion/ final close out of the documentation stage of the project.
- Prepare SAC and SPAC Certificates to be submitted to the clients for their approval and acceptance in preparation with the billing purposes.

CIVIL INSPECTOR – DIGITEL GSM PROJECT PHASE 1 AND 2

ALCATEL PHILIPPINES

JUNE 2002 - SEPTEMBER 2003

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- Site Survey
- Monitors and inspects the works of sub-contractors to insure the methods and procedures used are within the standard specifications.
- Monitors and advises the sub-contractors on safety of work on site especially barriers signs and warning lights.
- Conducts engineering and technical inspections of civil installations/constructions, techniques in conformance with engineering drawings, specifications and contract requirements

- Quantification of materials installed on site for billing
- Prepares all the documents to be needed for acceptance.
- Monitors deficiencies per site and the date of clearances.
- Coordinates with the client regarding site progress.
- Up-date weekly status of Detailed Design Drawing for approval

**CIVIL ENGINEER
AERIALS AND CABLES INC.
JULY 2000 – JUNE 2002**

- Monitors and inspects the works of sub-contractors to insure the methods and procedures used are within the contractual specifications.
- Allocates and gives duties to laborers and co-engineers assigned on site.
- Determine materials and equipments of projects.
- Monitors and advises the sub-contractors on safety of work on site especially barriers signs and warning lights.
- Prepares program of work quantity take -off.
- Review construction schedule and determine actual progress of work against over all schedules.
- Conducts engineering and technical inspections of civil installations/constructions, techniques in conformance with engineering drawings, specifications and contract requirements.
- Coordinate with the client regarding issues of the project.
- Up-date the weekly report about the on-going projects.
- Does the documentation stage of the project.

Education

BACHELOR OF SCIENCE IN CIVIL ENGINEERING

- Adamson University (School Year 1994-1999)

LICENSED CIVIL ENGINEER

- CE 87437 Philippines Professional Regulatory Commission
- Licensure Exam May 2000