

WILLIAM PEREZ

Vendor Analyst

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PROFESSIONAL SUMMARY

Dedicated Vendor Analyst with 2 years of experience in vendor performance evaluation and compliance management. Expertise in data analysis and relationship building to drive operational efficiency. Proven ability to enhance processes and ensure adherence to company standards while fostering collaborative partnerships for optimal service delivery.

WORK EXPERIENCE

Vendor Analyst 📅 Mar / 2024-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

1. Conducted thorough vendor record maintenance in multiple ERPs, ensuring compliance with internal audit standards.
2. Processed daily inbound invoice feeds, guaranteeing accurate and timely invoice management.
3. Collaborated with third-party vendors to obtain essential documentation for loan processing.
4. Verified client work histories and statuses through effective communication with vendors.
5. Ensured homeowner insurance verification for potential clients by liaising with various vendors.
6. Delivered exceptional customer service while consistently meeting production goals in a fast-paced environment.
7. Promoted and adhered to company culture, enhancing team collaboration and morale.

Vendor Analyst 📅 Mar / 2023-Mar / 2024
Cactus Creek Solutions 📍 Phoenix, AZ

1. Performed data entry and customer service tasks to support vendor operations.
2. Executed verification and re-certification processes for clients seeking home financing.
3. Acquired necessary third-party documentation to facilitate loan closings.
4. Acted as a liaison between third-party companies and internal teams to ensure timely document retrieval.
5. Built strong relationships with vendors to expedite the delivery of essential documentation.

EDUCATION

Bachelor of Business Administration 📅 Mar / 2022-Mar / 2023
University of Michigan 📍 Seattle, WA
Focused on supply chain management and vendor relations.

SKILLS



INTERESTS

- 🏠 Home Brewing 🐾 Wildlife Conservation
- 🏃 Running 🗣️ Public Speaking

STRENGTHS

- 👍 Willingness 📖 Wisdom
- 🔥 Zeal 💡 Ingenuity

LANGUAGES



ACHIEVEMENTS

- 🌟 Improved vendor compliance scores by 15% through rigorous performance monitoring and audits.
- 🌟 Streamlined invoice processing workflow, reducing processing time by 20%.