

Kassandra Sheets

Education

University of Texas at Arlington
12/2015 Master's in Business Administration
University of Texas at Arlington
12/2011 Bachelor of Arts in Political Science- Cum Laude
Minor in Business

Certifications

Institute of Supply Management
2016 CPSM- Certified Professional in Supply Management

Experience

Collins Aerospace- (formally Raytheon) Missions Systems, Largo, FL

Acquisitions Manager, CCA's 06/2022- Present

- Lead, coach and develop a team of 4 Supply Chain professionals; work with employees to set goals in training and development, performance, and career planning
- Provide consistent measurement, monitoring and improvement of supply chain performance and KPI's (Key Performance Indicators) and lead weekly meetings to identify and address challenges
- Supervising and actively engaging with 15 Circuit Card Assembly supplier accounts, managing around \$27 million in outstanding Purchase Orders encompassing 1,500 open Line Items
- Provide contractual advice for the development of Subcontractor Statements of Work, modified Terms and Conditions, Commercial Item Determination, PIA's and FAR compliant proposals/awards
- Support proactive obsolescence management, cost control and lead-time mitigation for dynamic and highly complex electronics commodities

Principal Procurement Specialist 11/2020- 06/2022

Jabil SIPT Acquisition Lead

- Management of Proposal & New Production RFP's/PO's for complex custom CCA's across 13 programs with a Strategic Supplier requiring the use of Adsubcon & NFD material processes
- Management of a \$15M portfolio of active Purchase Orders with roughly 800-1,000 open Line Items
- Creation of a standardized Long Term Agreement template used for training purposes
- Issuance of Delinquency Notifications due to continued failure to perform toward Contractual Delivery Dates
- Lead discussions during the Monthly Supplier Accountability Review Board meeting with Leadership and parties outside of my own discipline in attendance
- Drive material cost savings through bundling & Supplier negotiations
- Delegate work as appropriate and train others within my internal team

Principal Procurement Specialist 3/2020- 11/2020

Senior Procurement Specialist 1/2019- 3/2020

- Sourcing, negotiating, awarding of Purchase Orders for Optics, CCA's, PWB's, Power Supply and Major Assemblies
- Use of the One-RTN RFP Tool to gain efficiencies in the early source selection & quoting process of CRAD programs
 - Awarded Presidential Coin for PR-to-PO Cycle Time improvements
- Articulate ideas & present various solutions and briefs to Senior Leadership
- Creation of SOA templates for team efficiencies
- Negotiate with suppliers for PIA, Terms and Conditions and general cost savings purposes
- Working knowledge of FAR/DFAR requirements and Public Laws in relation to First Tier Prime Contracts and Sub-Tier Prime Contracts
- Execution of Internal (IOT) PO's, Firm Fixed Price (FFP) PO's and Cost Plus PO's.

L3 ISR Systems, Greenville, TX

Procurement Specialist II- Strategic Agreements 2/2016- 1/2019

- Sourcing, negotiating, awarding of Purchase Orders for raw material, fabricated and machined items, hardware, and various services defined by a SOW
- Sourcing, negotiating, awarding of Long Term Agreements and Supplier Managed Inventory Agreements for direct to contract items and facilities support (indirect) across multiple divisions
- Communicating with suppliers and internal customers to ensure on-time delivery of compliant products
- Complete price/cost analysis for competitive and non-competitive requirements
- Assists in preparation and negotiates changes to Statements of Work and Specifications as well as Terms and Conditions
- Conducted peer PO compliance audits on a monthly basis
- Maintain compliance with customer requirements and FAR/DFAR's
- Proficiency in SAP, SAP Ariba, and Microsoft products
- Created training documentation for SAP Ariba implementation, coordinated plant-wide training, and led all training for over 500 employees

Total Equipment and Service, Greenville, TX

Buyer/Planner 2/2013- 1/2016

- Develop sourcing strategies, select products and research market
- Obtain best prices for goods, raw materials and manage quotations
- Obtain distributorships for OEM
- Enter, verify, update, and expedite purchase orders while following the law and company regulations
- Consult, confer, and meet with suppliers to obtain product information
- Manage supplier relations
- Use of procurement software and MRP system
- Read Engineering drawings and work with Quality Control to maintain standards of equipment
- Purchase raw materials, fabricated and machined items, and COTs parts

- Monitor MRP need for warehouse and manage inventory levels for JIT expendable parts