

Eliazar US Work Authorization (No sponsorship Required)

WORK EXPERIENCE

- Customer Representative Associate II.

Maine Department of Health and Human Services – Office Family Independence -
Portland, ME 07/2019 - 12/19.

Job Description – State and Federal benefits applications and re-certifications processing, picking up and making calls from/to clients providing them with required

- Part-time Cashier

Nouria Energy – Falmouth, ME 05/19 to 10/19

Sales and customer services

- Volunteer Clerical Office Assistance

Maine Department of Health and Human Services, Portland ME 07/2018 to 02/2019

Job Description – Greet clients in presence or on phone and get them to the appropriate departments, process incoming and outgoing mails, make copies, scanning, purging files and many other tasks assigned.

- Materials Supervisor

Schlumberger Technical Services – Luanda / Angola

Purchase Order generation and processing, MRO Request Processing, Inventory, reports, staff members training support and team annual performance evaluation.

- Service Planner II

Halliburton Overseas Ltd – 01/2012 to 09/2015

Generate and process purchase requisition in SAP, schedule personnel and equipment, generate job tickets and create delivery numbers for job tickets, work with accounts receivable to ensure full payment is made for job and equipment provided customers.

- Procurement Specialist II

Halliburton Overseas Ltd – Cabinda/Angola – 10/2007 to 12/2011

Suppliers Management, generate contract in SAP, generate and process purchase orders, troubleshoot and resolve Invoice/Goods receipts pending.

EDUCATION AND TRAINING

High School Degree – 2003