



# Adriana Chavez Perez

BUSINESS PROCESS DEVELOPER

- 409.927.0881
- adrianacperez.s@gmail.com
- Houston | Texas | USA
- linkedin.com/in/adriana-chavez-perez
- 302 766 9934 (Zoom PMI)
- www.adrianacperez.com

## ABOUT ME

I am a highly skilled professional from Houston, Texas, with 13 years of expertise in executive support, data analysis, Power BI, and process optimization. As a strategic thinker, I have led significant improvements in P2P processes, vendor relations, and financial operations. My experience at Deacero USA, Inc includes redesigning Accounts Payable, obtaining new and important insights, and excelling in complex task management and negotiation.

## TECHNICAL SKILLS

- Microsoft Office 365**
- Accounting Software:** QuickBooks
- Data Visualization:** Power BI | Tableau
- Coding Languages:** VBA
- Autodesk Suite:** AutoCAD
- Adobe:** Photoshop | Lightroom | Acrobat X
- Photography:** Film | Digital
- Operating System:** Windows | Mac
- Other:** BandiCam | Inkscape | Gimp | Scribe | Goodnotes | Get Abstract | Salesforce | Lucidchart | SmartDraw | Lucidspark | SAP Concur
- Communications:** SharePoint | Google | Teams | Skype | Zoom | Cisco Webex | TeamViewer | Drop Box

## OFFICE SKILLS

- Executive Support
- Office Management
- Records Management
- Spreadsheets | Data Analysis | Reports
- Events Management
- Calendar
- Travel Coordination
- Reception
- Certified Notary
- I always, "know a guy."



*Affiliations: The Houston Food Bank Volunteer*

## EXPERIENCE

### US Accounts Payable Manager *Deacero USA Inc. / January 2023 - PRESENT*

Accomplished redesign and management of Accounts Payable structure, centralizing processes using the modules available in the in-house ERP. Implemented ongoing financial enhancements, utilizing Power BI for data analysis and KPI reporting. Enhanced vendor relations, streamlined communication between stakeholders, and automated processes.

### Local AP Manager | EA to CEO | Office Mgr. *Deacero USA Inc. / August 2019 – January 2023*

Enhanced multi-million-dollar Accounts Payable, optimizing and securing ERP-based P2P processes by instituting punchout, minimizing and securing credit card purchases, and implementing scheduled audits. Utilized Visio for streamlined workflow mapping. Led the charge to ensure tax compliance, identified areas of opportunity, and worked toward enhancing local AP operation.

### EA to CEO | Office Manager *Deacero USA Inc. / August 2018 – August 2019*

Maintained the executive calendar, and generated reports. Managed international travel arrangements, and expense reconciliation, conducted research, obtained insights, and coordinated events and meetings for the CEO. Implemented a Kanban system for office supply purchases and instituted efficient processes to ensure efficient office management and maintenance activities.

### Accounts Payable Associate | HR Support *Deacero USA Inc. / April 2017 – August 2018*

Contributed to seamless onboarding and payroll integration, aligning new hires. Conducted negotiations with temp agencies and oversaw insurance concerns. Demonstrated adeptness in communication by curating the monthly newsletter and orchestrating the inaugural Health Fair. Directed company-wide events, offering HR support and solutions to employees.

### AP Associate | Logistics Asst. | Office Asst. *Deacero USA Inc. / June 2010 – August 2018*

Performed essential month-end closures, and annual inventory for FP, RM, and SP warehouses. Assisted in managing project budgets. Processed credit applications, balanced general ledger accounts, and conducted credit card purchase audits. Scheduled RMA returns, reported FP inventory, and efficiently managed vendor relations and payments. Secured city operating permits and managed event planning.

## Notable Accomplishments

Analyzed and revamped AP procedures through centralization, standardization, and optimization, aligning with company policies. This initiative led to heightened cash flow, improved vendor relations, and decreased fraud risk.

Effectively introduced ongoing enhancements to financial operations, resulting in optimized P2P processes.

Developed a VBA program that significantly enhanced communication between departments and vendors, leading to notable improvements in accounts payable processes.

Directed a team, established a sustainable framework fostering growth, continuous improvement, work-life balance, and mitigated knowledge loss risk.

Utilized Power BI, Visio, VBA, and knowledge of API and EDI connections to enhance decision-making, gain insight on bottlenecks, and streamline processes.

Participated in the rollout for Concur, successfully created, and configured the profiles, and designed and led training sessions for ~200 employees while managing the reporting and developing a dashboard.

Planned, designed, budgeted & managed an entire office remodel.

Created a library of training videos that are now shared company wide.

Consolidated FedEx accounts and secured volume-based special rates, resulting in significant freight cost savings.

Reduced office expenses through supply & service rate negotiations and implementing new operational tools and systems.

Mitigated significant risk areas.

Coordinated Punch-Out implementation with Amazon, Grainger, and Home Depot.