

FERNANDA DE BARROS GUERREIRO, MBA

COMEX/INTERNATIONAL RELATIONS

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Piratininga, Niterói – Rio de Janeiro

SKILLS SUMMARY

Supply Chain Specialist with 15 years of experience:

- National and International Purchaser
- International Logistics for several companies in the Oil & Gas sector
- Contract Specialist on Projects
- Customs Clearance (Import / Export) of Spare Parts, Equipments, Chemicals, etc.
- Committed and dedicated team player
- Excel, SAP and Oracle experienced user

PROFESSIONAL EXPERIENCE

➤ **Fac Med Comercial Ltda**

(company with the mission to provide supply chain solutions to enhance the efficiency of office based medical practitioners, hospitals, clinics, public sector.)

Sep/16 to present time – **Administrative Manager**

Responsible for leading the Administrative & Supply Chain areas, with the following key tasks:

- Procurement & Logistics
- Accounting and taxes control
- Vendor List Management
- Customers Relations Management
- Invoices and payments
- Bid package buildup and pricing

Main achievements:

- Lead the Supply Chain process redesign and modernization from manual to digital, by adopting management tools app (TRELLO);
- Also lead and managed the process of Company re-branding (supported by specialized consultancy);
- Support the development of a brand-new marketing strategy implementation (social medias, google my business, market places integration, etc);
- I was able to sign some exclusivity distribution contracts with key manufactures in the market;
- Regulatory inclusion into new portals/systems of hospitals and online services, including OPME.

➤ **SIEM Offshore do Brasil S/A**

(Grupo SIEM Industries)

Nov/11 to Ago/16 – **International Purchaser**

Responsible for all import process (vessels, riggings and spares), door to door:

- Negotiation with international and national suppliers;
- Purchase Orders, Invoices & Fiscal Documents (national and international);
- Coordination on broker's operations during importing process;
- Follow up of Temporary Admission with emphasis on Repetro;

Main achievements:

- Development of feasibility study for replacement of imported goods by national ones. The main outcome was to decrease the lead times and expenses associated to procurement and logistics of vessel maintenance items;
- Managed suppliers' relationship effectively and collaboratively, driving continuous performance improvement;
- Managed negotiation and importing process of company's Vessels in Guarujá (Siem Giant, Siem Atlas and Marataízes) including Dry Dockings periods;

➤ **Saipem do Brasil Serviços de Petróleo**

(Subsidiary of Eni S.p.A.)

May/11 to Oct/11 – **Import and Export Analyst**

- Responsible for import process of Guara-Lula *Project*
- Development of scope for transport of special goods and customs services;
- Import of spare parts, equipments, large equipments (over dimension and weight) in special regimen (Repetro, Temporary admission with partial payment of taxes);
- Ensure contract strategies and management plans support from scratch;
- Issue of purchase orders for services and buyers (national and international) in SAP System;
- Coordination of road transport for collection/delivery of materials imported or destined for export/on broker's operations during Import process;
- Preparation of paperwork to be sent to Accounts Payable and follow up for payments of Invoices (Purchase Orders) and operational expenses (or country expenses);
- Weekly management reports on status of all parts imported to be distributed to internal clients;
- Responsible for the exportation process (including Temporary and Repetro process).

Main achievements:

- Lead supplier to develop procedures and plans for transportation of special cargoes
- Collaboration and participation in the development of the Procurement Plan and vendor list buildup

➤ **SUBSEA7 do Brasil Serviços LTDA**

(Company working on the Oil & Gas business, subsidiary of the SIEM Industries Group - Offshore services)

Jun/06 to May/11 - **Import and Export Analyst**

- Responsible for the PLSV' spare parts import process;
- Responsible for the P-55 EPCI *Project* import process;
- Purchase orders, invoices & fiscal documents (national and international);
- Coordination on broker's operations during importing processes;
- Purchase of Spare Parts and equipments; export of chemicals and return goods imported under Repetro;
- Provides support and guidance to other team members to ensure delivery of results

Main achievements:

- Accumulated saving of over USD 100K due to negotiations with supplier;
- Optimization of shipping process by systematic approach seeking for improving in planning and costing;
- Managed contract claims and variations to achieve the best commercial outcome for the internal clients

➤ **SIEM CONSUB**

(Former DSND CONSUB S.A., Oil & Gas business, subsidiary of the SIEM Industries Group)

Dec/04 to May/06 – **Technical and International Purchaser**

March/04 to Dec/04 – **Trainee**

- Responsible for Purchase Orders, Invoices & Fiscal Documents (national and international)

LANGUAGES

- English (Advanced)
- Spanish (Intermediate)

EDUCATION

- MBA, COMEX Management and Internacional Business – FGV – Dez – 2006
- Bachelor's in international Relations with emphasis on Foreign Trade – UNESA - 2004

OTHER SKILLS / ACTIVITIES

- Strategic Negotiation Skills - Artur Schechtman - IBMEC 2008
- Strategic Management on International Trading (Latec/UFF - Miguel Lima)
- International Trading Taxes (FUNCEX - FIRJAN - Lúcia Maldonado)
- Quality Training for integrated systems – focused on ISO 9001:2000, ISO 14001:1996 and OHSAS 18001:1999
- REPETRO course – Tom Pierre Fernandes da Silva
- E-COMEX System – Importation and Siscoserv (New Soft Intelligence)