

CARLOS R. SAINZ

EXPERIENCE SUMMARY

Over 6 years of accounting/booking experience and over 16 years of customer service skills. Proficient knowledge of accounting principles: including budgets, expenses, taxes, reconciliation, payroll, billing, accounts payable, accounts receivable, and collections. Proficient in Computer Software such as Microsoft Word, Power Point, QuickBooks, and Excel. Proficient inventory management: reconcile, verify, count, stock, returns, inventory presentation. Currently holding an active Department of Energy 'L' security clearance.

EXPERIENCE

Acquisitions Specialist – Longenecker & Associates

June 2017-Present

Responsible for providing customer service support to OST's Acquisition and Funds Management Branch in the coordination, preparation, submission, and tracking of purchase requests (PR) for OST supplies, equipment, and services. Knowledge of and experience in the DOE/NNSA/OST acquisition process with an understanding of the FAR, DEAR, and DOE PMR. Excellent knowledge of and experience in DOE systems STRIPES, FAST, SharePoint, and iPortal.

- Log and track accepted PRs in OST procurement system, and assemble PR packages based on the type of award.
- Verify accuracy of PR information, their compliance with DOE/NNSA/OST requirements, and coordinate corrective actions as required.
- Conduct market research for sources of supply and pricing and perform cost analysis.
- Update OST database systems with PR information, track PRs and check the status of awards on a daily basis.
- Monitor status of active purchase request within the federal procurement system and coordinate actions as required.
- Coordinate invoices for payment and reconcile monthly purchase card holder accounts.
- Print award documentation, update contract files, and maintain files.
- Coordinate with Contract and Procurement Division, selected vendors, and receiving personnel to ensure the correct supplies and services requested are procured.
- Complete daily, weekly and monthly AFMB status reports on PRs, awards and purchase card funding.
- Participate, assist, support and conduct audits and assessments related to the OST Acquisition Program.

Financial Assistant – Retreat At Home Albuquerque, NM

November 2012-June 2017

- Process payroll on a bi-weekly basis

- Process billing invoices twice a month and process payments
- Provides financial and tax reports: Provide billing hour reports, collections reports, accounts receivable reports, maintain quarterly taxes, end of year taxes, issue W-2's, payroll taxes, and garnishments
- Partners with different departments to increase efficiency
- Processed EOM reports with profit and loss statement's
- Worked with nurses and office to help cut cost and work more efficiently
- Process vendor invoices and check requests for payments

**Kitchen Manager – The Retreat Alzheimer's Specialty Care
Rio Rancho, NM**

March 2010-November 2012

- Supervise 10 employees: provide monthly employee safety, job skill, and continuing education training.
- Inventory management: reconcile, verify, count, stock, returns, and inventory presentation
- Calculate current inventory needs and place order in accordance with operating practices and procedures

**Cook/Key Employee/Host – Applebee's Neighborhood Grill and Bar
Albuquerque, NM**

October 2001-March 2010

- Supervise 30 employees; provide monthly employee safety and job skill training
- Inventory management: reconcile, verify, count, stock, returns, and inventory presentation
- Calculate current inventory needs and place order in accordance with operating practices and procedures
- Document and file management: preparation of proper documentation, authorizations and routing
- Cash accountability skills: receiving and accounting for payments, reconciling cash, prepare and make bank deposits
- Manage associates and prepare employee schedule with management team

EDUCATION

Bachelor of Science in Business/Accounting, University of Phoenix, 2013