**[Product Development Lead](https://www.postjobfree.com/resume/acu86t/product-development-southwest-ranches)**

**Location:**Southwest Ranches, FL, 33327

**Posted:**August 31, 2023

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**Resume:**

Andres Bonilla

Weston, FL 33327, Cell: 954-881-1113

afbonilla@att.net

Objective

Highly motivated self-starter looking to obtain employment in a positive and fast paced working environment.

I posses a solid familiarity with sourcing and vendor management, import/export process as well as the logistical aspect of the process. Great ability to work as a team, take initiative, and work with minimal supervision.

Global Hardware Sourcing LLC. (Toolcraft) Aventura, FL February 2012 ? Present

Product Development ? Lead

Do cost analysis for new products within countries where the company?s brand is established.

Identify sources abroad (China) for the manufacturing and production of new product

Strategic development of suppliers

Responsible for the procurement of products that are recognized as best in class, are highly innovative, and deliver competitive margins. Research competitive reports, defining product specifications and quality standards.

Develop knowledge on the market that the product(s) is intended to serve and understand the features and benefits of each new proposed product and its competitors

Participate in international trade shows (China and US) in an effort to identify new products and suppliers

Lead the RFQ process with a series of suppliers, review proposals and negotiate optimum pricing

Work closely with suppliers to identify sales trends and determine long term sustainability of new products

Present to the Senior Leadership Team proposals for consideration of new products to include market research, sales trends, competitors? stats, market value, and potential margins

Work with the Quality Assurance Department and suppliers to obtain necessary certification for newly proposed products.

Submit requests to suppliers for technical specs and samples for each new product. Upon arrival of samples, inspect for quality standards and compliance of product specifications.

Forecast levels of initial demand for the new product to meet the demand in each region while keeping a constant check on global stock levels. Stock levels to be in line with the demand in each business unit within each region.

Request proforma, review for accuracy and present to the Planning department

Track purchase order from inception to delivery in its final destination.

Inform the sales department within each business unit of new product arrival, marketing strategies, sales expectations

Track and trend new products for six months upon arrival to each business unit.

H Glass & Mirrors, Inc. Davie, FL January 2005 ? February 2012

2008-2011 - Accounting Coordinator

Served as liaison between the company and suppliers; by resolving account related issues such as reconciliations, auditing and balancing accounts for both vendors and customers.

Worked closely with freight companies to coordinate shipments

Processed accurate orders ensuring on-time delivery and appropriate documentation

Drafted daily quotes for prospective customers & negotiated terms and conditions

Managed the vendor resolution personnel to decrease annual backlog to 26%

Provided training to personnel in the areas of problem resolution strategies, auditing, invoice processing, and account balancing.

Negotiated international contracts to meet exporting requirements

Increased sales by 18% for the year 2002 by designing competitive bids

Created solid working relationships with vendors and office staff

Andres Bonilla Cont?d. Page 2

Processed full cycle AP process for assigned accounts

Posted payments to ledger and audited transmissions for accuracy

Printed an average of over 300 checks weekly

Investigated billing discrepancies and resolved these as per our accounting guidelines

Reconciled ledger reports for manual checks, refunds, disbursements

Assisted management in special projects as needed, primarily related to bank reconciliations and auditing

Accurate data entry skills

Worked closely with purchasing department to ensure accuracy of orders and billing

Assisted Payroll with the processing of data entry for new hires and generated weekly checks

Generated Payroll reports for the field and reviewed for accuracy

Parts & Tools Supply, Co. (Part-Time) Sunrise, FL January 2005- June 2010

Purchasing and Sales Consultant

? Served as U.S. liaison for petroleum distributors in Ecuador and Colombia

? Prepared quotes for potential clients, inclusive of coordination of freight and necessary export documentation

? Worked with local representatives for U.S companies located in Central and South America

? Coordinated the transport of materials and equipment to their final destination once the freight was delivered at the country of destination

? Generated final billing in accordance to the contract specific to the client and the country of destination

Advance Care Solutions Sunrise, FL January 2003- June 2005

Accounts Specialist

Coordinated proper documentation of all orders for delivery

Processed electronic verification for purchase eligibility

Processed all incoming orders daily for assigned customer base

Coordinated on-time delivery with freight companies

Handled account auditing process for the organization and identified processing improvement controls while maintaining appropriate levels of inventory

Consistently identified cost effective shipping strategies

Supervised problem resolution area, consistently conducted investigations to identify beneficial solutions that met both budgetary needs as well as service expectations

Conducted negotiations with potential and/or current suppliers to obtain maximum value

Obtained product or service information such as price, availability, warranty standards and delivery terms

Established vendor and supplier quality controls to improve and maintain service satisfaction

Provided superior customer service to clients and associates

Processed Major Market orders to ensure compliance of terms and conditions

Representaciones Guma Bogota, Colombia June 1999 ? January 2003

2000-2003 Purchasing - Assistant Manager

Processed necessary importing documentation for international clientele

Served as liaison between Administration and International customers

Audited annual contracts and customized new existing contracts when necessary

Managed the billing process and accurately maintained all international accounts

Provided international clientele with quotes and drafted sale contracts

Audited high dollar bids for accuracy

Generated competitive bids to increase sales for 15% annually

1999-2000 Accounting Representative

Processed all invoices for international accounts

Audited and researched monthly statements to decreased processing backlog

Served as liaison between Accounting and management

Generated monthly Accounting activity reports for management

Ensured that billing was in line as specified in each product contract

Bancafe (Banco Colombiano) Bogota, Colombia February 1997 - May 1999

Branch Assistant Manager

Submitted weekly disbursements reports to corporate branch

Maintained and conducted continuous auditing of general ledger

Implemented key changes to improve and facilitate processing controls

Maintained supply Budget for three branches and audited inventory

Supervised personnel and handled all employee related matters such as interviews, schedules, payroll, corrective actions and terminations

Processed weekly payroll for 35 employees

Approved invoicing for monthly expenses incurred in three branches

Minimized costs by strategically allocating personnel among three different branches

Education

B.A Business Administration, December 1999

Computer Experience and Other Skills

Software: Proficient in: Microsoft Office (Word, Excel, Outlook, PowerPoint), JD Edwards Enterprise One, UNIX- Accounting, Quicken, ProBusiness (Payroll), Certipay (Payroll), QuickBooks, GreatPlains (basic).

Other Skills: Bilingual ? Fluent in Spanish, both verbal and written capabilities