

Laura Simon

Administrative Professional

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562.673.0199

misslaura555@gmail.com

Experienced, well organized, detail-focused professional with over 15 years of experience in aerospace; purchasing raw material, gases and chemicals, off-the-shelf commercial hardware, spare parts, precision machined parts and tooling per print, as well as shop supplies including uniforms, PPE, safety kits and janitorial services.

Skills

Highly proficient using ERP/MRP systems; forecasting; database management and data entry; strategic sourcing and procurement; purchasing; vendor management; contract review and negotiation; planning; processing documentation (RFQ/RFP, Statement of Work writing and filing); active listening; active learning; social perceptiveness; team leader; proficient knowledge of ISO 9001 compliance requirements for continuous improvement, proficient knowledge of FAR/DFAR and ITAR regulations; possesses effective Kanban purchasing & Lean manufacturing techniques; Invoice Reconciliation; experienced on multi-line phone systems; able to read blue prints and technical drawings; highly proficient in MS Office, customer service expert, critical analysis & risk management, excellent written and verbal (English only) communication and polished interpersonal skills.

Experience

Virgin Galactic / MX Data Entry Clerk, Flight Operations

DECEMBER 2021 – JANUARY 2024), Truth or Consequences, NM

Assisted with Maintenance Control and Tech Ops duties for 5 space/flight vehicles and 2 Pilot Simulators. Used in-house MRP System (Project Eiger) for the data entry of Non-Routine Discrepancies and Engineering Requests for 2 spaceships, 2 airplanes and 1 mothership. This also included entering Maintenance and Quality stamp data of Postflight, Preflight, and Scheduled Inspection (Maintenance) Task Cards for closure, on all assets (including Aircraft Life Support Equipment).

Entered data for Maintenance Control using MS Excel spreadsheets for Internal Audit Tools, Interface Tools for each flight and vehicle, Integrated Work Order Logs, Labor Logs, Parts Logs, and performed back-ups for all Logs and digital Tools. Additional digital tools and database programs used were Ultramain, Oracle, Agile and MS Teams and One_Note.

Adhered to company Quality Maintenance System to archive physical documents by scanning and retaining in digital Document Library, for over 30 flights (15 proficiency and 5 commercial) of the mothership (VMS Eve) and 6 flights (1 test and 5 commercial) for VSS Unity.

Provided maintenance support to Crew Chiefs and Space Wrenches by refilling office supplies, building binders for Task Cards and other duties as assigned.

Assisted the Quality Department with the issuance and management of approval stamps for Engineers, Quality and Tech Operations technicians.

Assisted in review and edit of the Aircraft Records Control Guide used to train additional Data Entry Clerks.

While participating in Glide flights, Powered Flights, Mod cycle, and Solo flights, monitored Daily Tasking Sheets, Controller pass-downs, and Task Wall for work orders completed.

Advanced Ground Systems Engineering / Buyer / Interim Purchasing Manager

JANUARY 2011 - AUGUST 2019, SANTA FE SPRINGS, CA

Built and preserved strong business relationships with domestic and international suppliers to save nearly 1 million dollars between 2013-19.

Issued RFQs/RFPs (request for quotes/proposals) using strategic sourcing and followed purchase orders through life cycle including performing daily follow-up processes with suppliers until parts/material were received, inspected and approved by Quality Assurance department.

Maintained Purchase Order Database/MRP system (Global Shop Solutions) to track all raw material (Steel, Carbon, Aluminum Plate, Sheets, Tubes, Bars, etc.), off the shelf commercial

Experience (continued)

hardware (nuts, bolts, fasteners) and tooling components per proprietary and/or third-party drawings (blueprints).

Implemented new Non-Conforming Report procedures for rejected parts adhering to FAR/DFAR and ITAR regulations.

Upheld Vendor Codes and managed Supplier Performance Reports calculating Vendor Quality Performance and On-Time Delivery ratings for 150+ approved domestic and international suppliers.

Coordinated with Accounts Receivable personnel and weekly followed up with suppliers regarding Invoice reconciliation.

Controlled and procured Shop Safety Supplies, Protective Personal Equipment, First Aid Kits, and Uniform Services for 100+ shop employees. Directed and oversaw Janitorial and Maintenance Services for Main office and Shop buildings (200,000+ sq. ft, 100+).

Implemented and maintained a variety of additional databases, including Approved Supplier List consisting of Supplier Evaluation Forms, Mutual Non-Disclosure Agreements, ISO Certificates for suppliers, and Counterfeit checklists.

Member of Internal Audit team; re-wrote and updated ISO 9001:2015 Policies and Procedures (Quality Management System) for Purchasing and Quality Assurance departments (Continuous Improvement).

Advanced Ground Systems Engineering / Inside Sales Coordinator

AUGUST 2005 - JANUARY 2011, SANTA FE SPRINGS, CA

Updated daily Production Schedule encompassing; processing Sales Orders through Contract Review and coordination with Engineering, Production, and Accounting departments for accurate flow down instructions.

Distributed Sales Orders teams, issuing PO Acknowledgments and follow-ups to domestic and international customers. Created and maintained Quote Logs comprised of Estimating Sheets and correspondence files.

Coordinated closely with Sales personnel to ensure ITAR and FAR/DFAR regulations per customer and established ISO 9001 policies and procedures, were adhered to and noted on all Work Orders.

Assisted in the implementation of SAP similar, MRP system (Global Shop Solutions/Infisy) from MS Access.

Re-wrote and dispersed company Customer Satisfaction Survey to all customers and calculated results, for continuous improvement.

Assisted with planning Employee events such as open houses, annual Holiday Party and team building picnics.

Re-formatted and updated customer contacts database (CRM) for use by entire company. Also, using MS Excel Mail Merge to send annual Holiday Cards.

Performed Front Desk duties entailing training new Receptionists on answering multi-lined phone system, receiving and sending office related packages, distributing mail, ordering office supplies, greeting customers and all other Reception/Front Desk duties as assigned.

Education

California State University, Long Beach

Bachelor's in English Literature, Special Emphasis ~ Pre-Law

Software Systems & Technical Expertise

Windows Xp	MS Outlook	Multi-Line Phone System
MS Word, Excel	MS Entourage	Adobe Illustrator
MS Teams, OneNote	E2 MRP System	Adobe Photoshop
MS PowerPoint	Global Shop Solutions/ Infisy MRP System	Ability to Read Technical/ Engineering Drawings