

Carole Hmaidan



+1 587 732 0259

+961 76 779 096



caroleh780@gmail.com

Summary

Self-motivated individual with experience in different areas. Collaborative leader with dedication to partnering with coworkers to promote engaged, empowering work culture. Strengths in building and maintaining relationships with diverse range in dynamic, fast-paced settings.

Skills

Operational Records Review

Verbal and Written Communication

Time Management

Operations Management

Conflict Management

Problem Solving

Microsoft Office

Organizational Skills

Attention to detail

Fluent in English and Arabic

Work Experience

Finning/Caterpillar | Customer Fleet (Contract) Coordinator | 02/2022 - Current

- Support in the management of service processes and customer communication. Request and receive purchase orders, prepare, and send invoices. Review contract/agreement to ensure accurate service is set up, review all relevant correspondence to ensure any follow up actions are raised with the customer, service operation, or product support account manager. Open and Manage service work orders, maintenance customers parts orders and job files in compliance with Service Operational Excellence process and procedures, creating, maintaining, and archiving service work orders and job files.

ACR Contractors | Procurement Specialist | 08/2019 – 09/2021

- Preparing plans for the purchase of equipment, services, and supplies. Reviewing, comparing, analyzing, and approving products to be purchased. Establishing relationships with supply vendors and ensuring that all purchasing procedures are being followed. Maintaining and updating supplier information such as qualifications, delivery times, product ranges. Maintaining good supplier relations and negotiating contracts. Researching and evaluating prospective suppliers. Preparing budgets, cost analyses, and reports.

United Orphan Foundation | Event Coordinator | 05/2018 - 06/2020

- Organized fundraisers (book venues, caterers, staff). Responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality. Set and followed Budgets when planning events. Conducted final inspections on the day of the event to ensure everything adheres. Managed administrative logistics of events planning, including contract signing, fee collection, event booking and event promotions. Leveraged trends in customer industries and marketplaces to shape solutions and approaches.

Education

MacEwan University | Business Management - June 2021 | Edmonton, AB, Canada

- Relevant Coursework Completed: Principles of Management, Marketing, Financial and Management Accounting, Probability and Statistics, Managerial Skill Development, Business Research, Business Finance, Economics, and Human Resource Management, International Business Management, Financial Economics, Management Information Systems, Human Resource Planning, Organizational Business Culture, Strategic Management, Production and Operations Management.