



# Zaira Peralta

Project Manager

📍 Paris, France

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## Languages

Spanish (Native)

English (Fluent)

French (Work Proficiency)

## About

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BRANDS WORKED WITH

Cotemar, S.A.de C.V.

Industrias Freg

## Experience

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- **Interior design project coordinator**

Industrias Freg | Dec 2021 - Dec 2022

At Industrias Freg, a luxury upholstery and carpentry factory, I worked as a Project Manager within the Sales department. My responsibilities included:

Managing projects interior design production projects. Orchestrated client meetings and provide tailored solutions for their luxury furniture needs in the hospitality industry; managed production and project time-lines to ensure 100% on-time delivery

Continuously improving internal processes and procedures for quality assurance, decreasing complaint KPIs and ensuring 100% on-time delivery for all projects,

Developed precise cost calculations for various projects, ensuring accurate budgeting and financial forecasting.

- **Supply planner buyer**

Cotemar, S.A.de C.V. | Jan 2016 - Mar 2021

In my role as a procurement buyer, I managed the purchasing of products and services for various projects and business categories, including construction, marine, and lifting operations, among others. My responsibilities included:

Executing the complete purchasing process, from quotation and to creation of PO, and PO expedite. Conduction of important negotiations for annual contracts, resulting in fixed prices for contracts worth over 100,000 USD, ensuring stability and cost savings for our company.

Supporting diverse areas and understanding technical information for different internal customers.

Identifying new suppliers and negotiating favorable commercial conditions with over 120 suppliers of different kinds of products, including marine equipment, building materials, oil lifting related products, coatings, chemicals, and others.

Analyzing risks and opportunities for new purchases/contracts negotiations and handling large amounts of data.

Improving and managing the purchasing process leading to a 20% increase in efficiency.

Collaborating with the IT department for the design of a new website for quotation, which led to an upgraded quotation procedure.

Implementing changes P.E an update of Mexican law on the treatment and storage of chemical products and their labels. Working closely with the Security, Environmental, and Quality departments, updating the internal process across all areas.

Manage defective or unacceptable goods with suppliers to determine cause of problem and take corrective and preventive actions

- **Technical purchases intern**

Cotemar, S.A.de C.V. | Jan 2015 - Dec 2015

Supporting the technical purchases operations team, working with international suppliers and with internal clients to succeed in the purchases process correctly.

I worked with the technical areas, review technical sheets, make proposals among others administrative tasks.

## Education & Training

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2011 - 2016 ● Universidad Autónoma del Carmen

Licenciatura,