

JAILENE GOMEZ

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Professional Summary

Results-oriented Mid-Entry Procurement Specialist with over 4 years of experience in the Oil & Gas sector, including on-the-ground project execution in Saudi Arabia. Proven expertise in managing ARAMCO procurement processes, including supplier prequalification, compliance with corporate procurement procedures, and development of ARAMCO-specific vendor approval packages. Adept at aligning purchasing strategies with project engineering, logistics, and finance functions to meet strict deadlines and budget constraints. Recognized for a strong ability to lead independently, manage technical negotiations, and ensure complete trade and contract compliance.

Core Competencies

- ARAMCO Qualification Packages (prequalification, compliance)
- End-to-End Procurement Cycle (RFQ, PO, Delivery, Close-Out) as per ARAMCO requirements
- Vendor Evaluation & Audit Readiness
- Contract Negotiation & Risk Mitigation
- SAP & SAP Ariba Procurement Platforms
- Multidisciplinary Coordination (Engineering, Logistics, Finance)
- International & Local Supplier Sourcing
- Trade & Documentation Compliance
- Fluent in English & Spanish

Professional Experience

Procurement Coordinator (On-site)

MOMAC, SA – Al Khobar, Saudi

Arabia Jul 2024 – Present

- Actively supported ARAMCO-related procurement operations, including development of supplier qualification packages, bid tabulations, and contract submissions per Saudi Aramco's procurement regulations.
- Led technical and commercial negotiations with suppliers and subcontractors in compliance with ARAMCO standards.
- Held cross-functional meetings with engineering and QA/QC departments to ensure alignment of materials specs with project scope.
- Oversaw procurement execution for materials, equipment, and services used in oil & gas facilities, with full responsibility for sourcing, evaluation, PO issuance, and delivery tracking.
- Built and maintained relationships with prequalified ARAMCO vendors, tracking performance KPIs and SLAs.
- Played a central role in preparing documentation for ARAMCO audits and project approvals.

Management Control Specialist (On-site)

LND-CH4 – Guyana Gas to Energy Project

May 2023 – Jul 2024

- Issued purchase orders aligned with field project requirements, collaborating with engineering, logistics, and project control teams.
- Applied category management strategies following corporate procurement guidelines.
- Managed change orders and expedited/de-expedited materials as needed to meet project demands.
- Analyzed and resolved Goods Receipt and Invoice Receipt (GRIR) discrepancies.
- Used SAP to track POs, delivery schedules, and supplier performance.
- Maintained procurement compliance and contributed to supplier performance reviews.

Global Sourcing Analyst

C.A. Metalmecánica Industrial y Naval –

Venezuela Nov 2021 – May 2023

- Handled international sourcing of specialized mechanical and industrial components for oil & gas applications.
- Managed technical and commercial evaluations of vendor proposals, ensuring alignment with project specifications.
- Tracked supplier performance, delivery compliance, and coordinated with engineering and QA departments for technical validations.
- Conducted RFQs, vendor assessments, and price/quality evaluations for competitive bidding.

Education

B.Sc. in Petroleum Engineering

Universidad de Oriente – Venezuela

Mar 2015 – Mar 2022

Thesis: Analysis of productive and non-productive times in wells drilled in the Anaco Gas District.

Certifications

- Contract Administration – Accadya Group (2024)
- ISO 9001:2015 Quality Culture – CAMIN (2023)
- Project Management Diploma – APUDO (2022)
- Heavy Crude Oil Extraction Technologies – APUDO (2019)

Languages

Spanish: Native

English: Advanced (Professional proficiency)