Lydia Huber

209 Diebel Drive ♦ Victoria, TX 77905 ♦ 361.935.4823 ♦ huberl@hotmail.com

Experience

Adjunct Instructor, August 2012 – Current
Victoria College, Victoria, TX

- Online Course instruction, BCIS 1305 Business and Computer Applications

Director of Purchasing, Nov. 2007 – Current
Victoria College, Victoria, TX

- Prepare specifications and procedures for purchase of merchandise and services in sufficient detail to permit competitive bidding and ensure purchases are of the best products and services available at the lowest cost;
- Maintain adequate records and files of requisitions, purchase orders, vendor catalogs of product information and prices and other related files;
- Ensure that purchase orders and contracts contain all necessary a) product descriptions, and b) conditions, such as guarantees, warranties, government regulations, shipping instructions, and credit terms and discounts allowed;
- Prepare in cooperation with using departments, specifications for purchase of merchandise and services;
- Coordinate activities with the Direct of Physical Plant for the control and disposal of surplus equipment, supplies. Salvage, and scraps;
- Develop annual goals, objectives, and assessment methods for all areas of responsibility. Develop work plans, which correspond to stated goals and objectives;
- Develop annual department budget and monitor expenses via monthly budget reports;
- Supervise and evaluate the performance of the Computer Applications Specialist/Purchasing Assistant;
- Perform other duties as assigned by the Vice President, Business and Administrative Services

Purchasing Agent, Sept. 2002 – Oct. 2007
University of Houston-Victoria, Victoria, TX

- Supervises and manages daily operations of the University's procurement activities to ensure the timely and accurate process of purchase orders and e-commerce functions in compliance with Federal, State and University regulations and policies.
- Ensures the University's compliance in meeting state goals and mandates related to purchasing.
- Directs implementation of policies and procedures related to procurement.
- Processes unique and unusual procurement requests.
- Develops requests for proposals and other bid documents as necessary for campus construction projects up to $500,000.
- Serves as purchasing liaison to users, vendors, Texas Building and Procurement Commission (TBPC), and other University of Houston components.
- Complies and prepares all purchasing related reports required by TBPC, Legislative Budget Board, and the University System.
- Advances the use of new technology in all purchasing functions such as implementation of electronic approvals and workflow.
- Develops and conducts ongoing departmental training for delegated departmental purchasers.
- Reviews and updates the Purchasing Department website.
- Serves as the University's Historically Underutilized Business (HUB) coordinator.

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Accounting Analyst, Sept. 1998 – Sept. 2002
University of Houston-Victoria, Victoria, TX

- Oversaw travel activities for and prepared comptroller audit reports.
- Processed sales tax payments to the State of Texas.
- Served as Alternate Property Manager which included coordinating, maintaining, and reconciling state property records; reports for the university and updating property records as capital equipment was moved. Also conducted annual physical inventory of all University owned capital and controlled assets.
- Prepared all travel reporting to the Texas Building and Procurement Commission (formerly General Services Commission).
- Administered training to University employees in travel procedures.
- Modified travel and property management policies and procedures.
- Disbursed financial aid loan checks for students; airline tickets, rental vehicle packets, and cellular phones to University faculty and staff.
- Prepared payments for centrally billed travel credit card accounts.

Inventory Clerk, Nov. 1997–Sept. 1998
Thomas Petroleum, Victoria, TX

- Completed monthly inventory reconciliation and audit reporting which included processing over/short reports of petroleum products for 10 warehouses.
- Had frequent telephone and email contact with vendors and warehouse managers, maintained excellent customer service.
- Processed month end reports using Microsoft Excel, which included processing of over/short reports of petroleum products for ten warehouses.

Deputy III, July 1997–Nov. 1997
Victoria County, Victoria, TX

- Input deeds and documents filed with the county clerk into a networked computer system.
- Processed marriage licenses, warrants, and subpoenas.
- Prepared and distributed copies of public records.

Payroll Clerk, Feb. 1992–July 1997
Crossroads Home Health, Victoria, TX

- Processed payroll timesheets and checks for the home office in Victoria and all branch offices which included approximately 250 employees.
- Processed all payroll deposits and payroll tax payments.
- Calculated payroll taxes and payroll transfers manually and electronically.
- Used Lotus 123 to complete various spreadsheets and reports including 401K deferral reports.

Gas Measurement Technician, Feb. 1988–Feb. 1992
Measurement Auditors Co., Victoria, TX

- Integrated gas measurement charts daily.
- Processed manual and electronic data entry of chart readings.
- Processed monthly reports for various oil and gas companies.
- Filed gas measurement charts and reports.

- Provided proficient customer contact via telephone to discuss flow chart reading and end of the month reports.

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Education & Certifications

Masters of Business Administration, August 2009, GPA 3.583/4.0
University of Houston-Victoria, Victoria, TX

Bachelor of Business Administration in General Business, May 2005, GPA 3.19/4.0
University of Houston-Victoria, Victoria, TX

Computer Skills

- Able to use the Internet productively to research and communicate.
- Proficient use of Microsoft Office 95 and above**,** Microsoft Excel, Microsoft Word, Microsoft Outlook , Corel WordPerfect, PeopleSoft accounting software and other web-based software required for reporting to the State of Texas
- Knowledge of basic applications of Microsoft Access, Microsoft PowerPoint, and Microsoft Visio

Interests

- Advancement Chair, Committee Member, Boy Scouts of America (BSA) Troop 363; Member, BSA Order of the Arrow
- Volunteer Trail Ride Wrangler at Buffalo Trail Scout Ranch
- Treasurer, Victoria East High School Aquatics Booster Club