

Alanbert Alano

Operations & Data Analysis | SAP & Process Support | Excel Reporting

Contact

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Dear Hiring Manager,

I am applying for the Purchasing Analyst position in Lakeland (Job ID 38722BR). My background includes more than nine years in regulated operations, training, and customer service. I also have experience using SAP, Microsoft Excel, Word, SharePoint, and Google Sheets to track information, maintain accurate records, and support daily workflows.

At KLS Martin, I used SAP to track service orders, customer requests, workflows, and operational data. I maintained accurate records and coordinated with customers and internal teams to resolve issues and keep requests moving. At JetBlue, I worked across teams, handled time-sensitive operational issues, followed established procedures, and communicated information clearly to employees and leadership. As an inflight instructor, I also tracked grades, progress, and scheduling data while maintaining qualification and compliance records.

I understand that this role supports procurement operations, supplier coordination, purchase orders, and inventory replenishment. Although I have not held a purchasing position, my SAP experience, analytical background, attention to accuracy, and experience resolving operational issues would provide a solid foundation for learning Publix's purchasing processes.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience could support the Facilities purchasing team.

Sincerely,

Alanbert Alano