

Andrew Fuentes-Morrill

Yellowknife, NT

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Focused Skills and Experience

- *Asset Management*
- *Inventory Management*
- *Procurement and Supply Chain Management*
- *Tender and Proposal Package Administration*
- *Database and Archive Administration*
- *Contract Management and Development*
- *Information and Data Management*
- *Analysis and Production of Technical Documents and Diagrams*
- *Extensive Experience Working with Nunavut Stakeholders*

Work Experience

President– Fuentes-Morrill Consulting

2023-Present

- Support municipal clients in developing asset management, training and procurement solutions that work for them
- Assist in the set-up, training and implementation of Asset Planner software for communities
- Provide support for funding applications, including information for proposals and reporting
- Assist municipalities administer RFP and Tender Processes to find goods and services that suit their needs

Municipal Asset Information Officer– Government of Nunavut, Community and Government Services (CGS)

2019-2023

- Create and deliver a Computerized Asset Management System and Asset Management training program to municipal employees throughout Nunavut
- Provide expert knowledge in Asset Planner database program using resources available, including scheduling training with external consultants
- Provide expert knowledge of Asset Management for municipal clients
- Manage municipal requests for programming changes to the database in a timely manner
- Manage financial, HR, and asset information control for GN and municipal users

Materials Coordinator – City of Iqaluit

2017-2019

- Played a lead role in supply chain management and procurement by ordering and receiving stock and issuing service contracts
- Collaborate with directors and managers to identify their materials needs and priorities, usually with short turnaround times
- Conducted quarterly and annual inventory counts across eleven sites
- Identified cost savings measures through finding inefficiencies, more affordable suppliers, and better inventory management strategies
- Managed city archives and information requests in line with legislative and regulatory requirements and standards, including ATIPP
- Delivered technical services support when departments were unstaffed, including managing printers and programming of the City's fuel system

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Work Experience Continued

Hydraulics Sales Associate – Princess Auto Calgary

2014-2017

- Managed various stock pools, order, and inventory management systems
- Maintained a library of confidential customer documents provided for logistics and order planning
- Worked with clients to determine objectives and identify the most efficient and affordable solutions to meet their needs
- Conducted regular research on new innovations, products, technologies, tools, and trades to assist customers
- Completed Trades Training: Hydraulics Level 2 Technician

Drafting and Project Consultant – Freelance

2010-2014

- Completed short-term contracts with government and private business clients
- Created electronic 2D and 3D diagrams from existing buildings, machines, and documents
- Wrote technical documents for clients using knowledge of computers, drafting, architecture and mechanics
- Recruited and coordinated interdisciplinary teams to fulfill contract objectives
- Procured suppliers and products as required

Computer and Technical Consultant – Government of Nunavut Department of Education, Department of Environment in Pond Inlet

2010-2011

- Performed contract work such as technical writing, procedure evaluation, and assisting with formulating responses to decisions from regulatory bodies
- Provided desk side support for small business and government clients in need of IT services

Asset Management Control Clerk – Government of Nunavut, CGS

Summer 2009

- Communicated with settlement maintainers, contractors, and vendors to facilitate with day-to-day operations and ensure contract completion
- Supported maintenance coordinators in the preparation of purchase and local contract action/request/work orders for the regional maintainers
- Maintenance database management of 13 communities with over 500 assets

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Work Experience Continued

Projects Division Clerk – Government of Nunavut, PWS in Pond Inlet

Summers 2004, 2002, 2001

- Worked as Projects Contracts Clerk (2001) and filled in as Contracts Clerk for subsequent years. Drafted and reviewed contract templates.
- Trained personnel for the position
- Supervised the tendering process and the creation and retention of contracts
- Secured confidential documents and ensured the traffic of information to correct parties. Designed and implemented organized information system.

Education and Training

Advanced Drone Pilot Training (RPAS) – InDro - FLYYY

2023-Present

- Course supplied by Transport Canada.
- Covers Regulations, legislation and consequences with flying drones in controlled airspaces.
- Requires completion of final test flight.

Asset Management Professional – Northern Lakes College

2020-Present

- Comprehensive asset management program involving HR, technical resources, maintenance and development of assets.
- Covers strategies for organizational structure, policy implementation and culture development
- Four of six courses completed. Currently enrolled in the fifth course. Expected completion Spring 2024.

Mobile Hydraulics Technician Level II – International Fluid Power Society

2015-Present

- Studied and practiced how to diagnose issues, design, maintain and adapt existing hydraulic systems
- Master Hydraulic Technician upon completion of final examination.

Business Administration Courses – Athabasca University

2009-2012

- Studied accounting, supply chain management and MS office
- Studied Contract Development and Contract Law as part of high school curriculum in 2002

Mechanical Design Studies – Southern Alberta Institute of Technology

2008-2009

- Studied design in 3D, prototyping, ergonomics and efficiency of design.

Second Year B. Eng – University of Calgary

2007-2008

First Year B. Eng – University of Saskatchewan

2006-2007