

Shauntell Gavino-Collins

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Procurement & AP Workflow Manager

CAREER PROFILE

Results-driven professional experienced in over six years of procurement, five years of project coordination, and over three years of accounts payable and workflow optimization. Skilled in managing cross-functional teams, implementing process improvements, and driving operational efficiency. Demonstrates a proficient understanding of procurement Virginia laws and regulations, ensuring compliance with policies and standards. Adept at analyzing systems, streamlining processes, and ensuring compliance with organizational goals and policies. Recognized for reducing inefficiencies and delivering results under tight deadlines.

CORE COMPETENCIES

Supplier Management	Contract Management	Purchase Orders
Stakeholder Collaboration	Dispute Resolution	Customer Service

ADVANCED COMPUTER LITERACY

Microsoft SharePoint, Excel, Office, and Adobe Acrobat
Customer Relationship Management Software
Enterprise Resource Planning Systems
Oracle, Salesforce, and Mobius

PROFESSIONAL EXPERIENCE

Procurement Specialist (Contract)

KForce *Woodbridge, VA* *09-2024 – Current*

- Serves as the main point of contact for procurement, accounting, and contract-related inquiries, fostering exceptional customer service through effective communication and collaboration with internal stakeholders and external suppliers.
- Maintains comprehensive and organized records of purchase orders, invoices, and supplier communications using a systematic approach and workflow management tools to streamline processes.
- Assesses two-way and three-way matching of strategic and transactional procurement documents, resolving discrepancies promptly, showcasing a detail-oriented and process-oriented approach.
- Ensures timely and accurate processing of payments and invoices in compliance with contract terms and budgets, leveraging strong organizational skills and adaptability to evolving financial guidelines per fiscal year.
- Manages procurement tasks with a systematic and process-oriented method, demonstrating proficiency in Virginia procurement regulations and government protocols.

- Handles sensitive financial and contractual data with confidentiality and ensures compliance with Virginia and federal regulations, maintaining integrity at all times.
 - Adapts quickly to shifting priorities, maintaining attention to detail and providing consistent, high-quality service that aligns with organizational goals.
 - Utilizes SharePoint and other collaborative tools to promote teamwork, streamline communication, and enhance collaboration across departments.
 - Reconciles accounts payable and supplier statements, addressing discrepancies to uphold accurate financial records and ensure compliance.
 - Collaborates with procurement and accounts payable teams to improve financial workflows, increasing operational efficiency by 25%.
 - Facilitates the receipt, recording, and redirection of diverse requests to appropriate personnel after thorough initial research.
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Finance Procurement Coordinator

The Michaels Organization

Fort Belvoir, VA

07-2023 - 09-2024

- Monitored payments and expenditures, including purchase orders, invoices, and account statements, reducing errors by 20% through organized digital and paper files.
 - Acted as the first point of contact for vendors, reviewing procurement contracts, approving and processing invoices ahead of deadlines while maintaining open communication to resolve discrepancies promptly.
 - Coordinated the approval and processing of purchase orders and invoices, ensuring timely and accurate payments in compliance with company policies and financial controls, working closely with internal and external stakeholders to ensure smooth operations.
 - Consistently showcased an ability to learn and adapt quickly to changing processes, improving efficiency and accuracy in financial and procurement operations.
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Project Coordinator

Window Nation

Lorton, VA

07-2022 - 07-2023

- Collaborated with cross-functional teams to implement a project tracking dashboard that monitored project progress and resource allocation, reducing overall project time by 20%.
 - Acted as the first point of contact for procurement requests, financial transactions, processing accounts, recording entries, and performing account reconciliation while ensuring accurate documentation of transactions and compliance with financial policies.
 - Managed daily purchasing activities, including placing orders, negotiating pricing, and finalizing procurement contracts totaling over \$15M annually, demonstrating effective communication and collaboration with internal and external stakeholders to meet business objectives.
 - Leveraged the ability to learn quickly and adapt to new systems and processes to improve the accuracy and productivity of daily operations.
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Assistant Store Manager*European Wax Center**Alexandria, VA**11-2021 - 07-2022*

- Identified inefficiencies in processes, utilized workflow management techniques, and implemented best practices to streamline operations.
 - Implemented more open and effective communication internally, fostering collaboration with both internal teams and external stakeholders to improve operational efficiency and ensure a seamless customer experience which resulted in an increase of customer satisfaction by 15% over six months.
 - Acted as the first point of contact for administrative and procurement tasks, managing critical areas such as payroll management, guest refunds, employee scheduling, and inventory control.
 - Ensured accurate documentation of procurement contracts and transactions to resolve issues promptly, all while maintaining efficient workflow management practices to support smooth operations.
 - Shared information and knowledge with the team to enhance processes, leveraging SharePoint for real-time collaboration and knowledge sharing across departments.
 - Demonstrated a strong ability to learn quickly by adapting to new administrative responsibilities and procurement functions, ensuring timely and accurate order fulfillment.
 - Embraced adaptability to change, swiftly adjusting to evolving business needs and workflows.
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Sales Specialist*Lowe's Home Improvement**Fredericksburg, VA**04-2019 - 04-2021*

- Acted as the first point of contact for customers and vendors, utilizing clear communication, building tailored quotes, providing proactive support, and efficiently addressing issues to drive over \$2M in annual sales for flooring contracts.
 - Fostered strong collaboration across multiple departments to maximize workflow, leading to smoother operations and improved efficiency in both sales and procurement processes.
 - Worked closely with internal and external stakeholders, including customers and vendors to ensure the alignment of purchase orders and contracts with company policies and client specifications, contributing to procurement efficiency and compliance.
 - Utilized the ability to learn quickly and sought out knowledge on other specialty departments, processes, machines, certifications and systems.
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Sales Specialist*The Home Depot**Stafford, VA**12-2017 - 03-2019*

- Acted as the first point of contact for clients and vendors, providing effective communication to ensure reliable customer service, seamless interactions and prompt issue resolution.
- Facilitated collaboration between internal and external stakeholders, and suppliers ensuring smooth operations and timely deliveries to meet procurement standards, which contributed to high customer satisfaction and customer retention.

- Fostered strong relationships with clients and vendors by actively engaging in info knowledge sharing, addressing inquiries, and ensuring accurate documentation of contracts and transactions to maintain clarity and transparency.
 - Consistently exceeded a personal monthly sales quota of \$90k by demonstrating an ability to learn quickly and apply knowledge to enhance sales strategies.
 - Ensured compliance with procurement and contract terms, resolving discrepancies efficiently and contributing to the effective communication and successful execution of sales agreements, leading to client loyalty.
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