

Procurement & Contracts Specialist

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Stafford, Virginia

Genuine detailed-oriented professional experienced with seven years of procurement, seven years of private sector project coordination, and over six years of accounting. Demonstrates advanced proficiency in managing complex spreadsheets and databases, navigating GAAP, and ensuring compliance with financial regulations per federal, state, and local county’s policies and procedures. Skilled at leveraging Excel and SAPs to streamline vendor workflows, manage procurement cards, and oversee Vendor Invoice Management processes. Adept at working independently, setting priorities, and executing multiple tasks efficiently in a fast-paced public sector environment while building strong relationships with staff and stakeholders at all levels.

CORE COMPETENCIES

General Accounting Practices Contract Management Policy Compliance IFBs, RFPs, & RFQs

Stakeholder Collaboration Dispute Resolution Procurement Cards COI Tracking

ADVANCED COMPUTER LITERACY

Document & Workflow Tools: Microsoft SharePoint, Excel, Office, and Adobe Acrobat, Databases
ERP & Procurement Systems: Oracle, SAP, Salesforce, and Mobius (Familiarity with Tyler Munis)

PROFESSIONAL EXPERIENCE

Fire & Rescue Accounting and Procurement Specialist (Contract)

<i>Prince William County/22nd Century Technologies</i>	<i>Woodbridge, VA</i>	<i>07-2026 - Current</i>
<i>Prince William County/KForce Inc</i>	<i>Woodbridge, VA</i>	<i>09-2024 – 06/2026</i>

- Serves as the central procurement resource for the department, providing expert guidance on purchasing procedures, contract utilization, and VPPA compliance to internal stakeholders and external vendors.
- Maintains comprehensive and organized records of purchase orders, invoices, and supplier communications using a systematic approach and workflow management tools to streamline processes.
- Ensures timely and accurate processing of payments, invoices, and procurement cards in compliance with GAAP and evolving financial guidelines.
- 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.

Finance Procurement Coordinator

<i>The Michaels Organization</i>	<i>Fort Belvoir, VA</i>	<i>07-2023 - 09-2024</i>
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- Monitored multi-million-dollar project expenditures, including purchase orders, construction invoices, and account statements which reduced data entry errors by 20%.
- Acted as the first point of contact for vendors, reviewing procurement contracts, and approving/processing time-sensitive project invoices through Financial SAP software.
- Coordinated the system input and approval of complex purchase orders, aligning fiscal transactions directly with project milestones and internal financial policy and procedures.
- Processed procurement requests, performed regular account reconciliations, and recorded critical financial entries while maintaining a comprehensive understanding of GAAP processes and terms.

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 maintaining complex financial spreadsheets and databases.
- Managed day-to-day purchasing activities, including corporate procurement cards, travel, and training expenses, while ensuring total compliance with financial policies.
- Leveraged the ability to learn quickly and adapt to new systems and processes to improve the accuracy and productivity of daily operations.

Assistant Store Manager*European Wax Center**Alexandria, VA**11-2021 - 07-2022*

- Handled administrative, vendor procurement, logistical workflows, managing localized inventory controls, scheduling, and supplier documentation.
- Utilized SharePoint to scale knowledge-sharing, standardizing corporate workflows to increase client satisfaction metrics by 15% across a 6-month period.

Sales Specialist*The Home Depot & Lowe's Home Improvement**Fredericksburg, VA**12-2017 - 04-2021*

- Managed specialized flooring and residential construction contracts, drafting tailored project quotes and driving over \$2M in local annual sales.
- Reviewed vendor purchase orders and installation contracts against client design specifications to guarantee complete procurement accuracy and product alignment.
- 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.
- Supervised the front-end lifecycle of design and construction contracts, coordinating material procurement standards and timely job-site deliveries between suppliers and clients.

EDUCATION*Old Dominion University**Bachelor of Science, Major in Cybercrime & Sociology, Minor in Criminal Justice**Germanna Community College**Associates of Science in General Studies*