

MONIQUE JONES - LARRY

3236 Tallon Ln SW, Atlanta, GA 30311
(678) 234-6056 ● nic-nak@live.com

Professional Summary

Experienced, up and coming procurement professional with five years' experience, in Aerospace & Hospitality industries, proven leadership abilities that enable teams to achieve production and savings targets to capitalize on revenue-generating while maintaining and developing vendor relationships. Also, I have over 20 years' negotiation experience in debt collections and accounts payable functions.

Key Skills

- Procurement
- Understanding of Risk Management
- Relationship Management
- Understanding of Global Market
- Strategic
- Independent
- Tableau
- SAP
- Inventory Tracking
- Adaptability to Change
- Effective Collaboration
- Analyze KPI's
- Eager to learn
- Strong Negotiation
- Microsoft Office Suite
- Microsoft SharePoint
- Strategic Thinking
- Time Management
- Organized
- Responsible
- Zycus

Professional Experience

24 Seven Talent, Atlanta, GA

May 2023 to Current

Porsche Cars North America Purchasing Category Analyst – Hybrid Contractor

Purchasing Analyst supporting Category Manager and internal stakeholders in sourcing & bidding, contract negotiation, vendor management, processing purchase requisitions, purchase orders & amendments for hotel & event venues, and various consultancy services.

INFOSYS BPM, Atlanta, GA

August 2018 to Nov. 2022

Honeywell Aerospace Procurement Buyer – Remote Contractor

Maintained professionalism while collaborating and communicating with sourcing & other internal teams, stakeholders, and vendors to track status of requisitions, contracts & purchase orders for commercial & military end use. Collaborated with suppliers and other representatives within scope of authority on basic negotiation and administration of agreements with suppliers. Scheduled and lead meetings with suppliers, internal teams for cross-departmental work.

Worked with SAP and other software systems. Created & modified purchase orders. Prepared and updated open order and other reports, forwarding copies to vendors and/or originating departments. Responded to internal teams, customer & supplier inquiries via email and phone regarding order status, changes, or cancelations.

Monitored on-hand inventory to identify and action needs/shortages. Scheduling/expediting deliveries to avoid/resolve shortages, missed, or late shipments. Settling disputes to include resolving pricing, pay terms, minimum order value and/or any other conflicts.

Maintained knowledge of all organizational & governmental procurement policies and regulations affecting purchases. Securely provided information, price list, specifications & drawings to internal teams and/or

vendors as needed.

IMMEDIATE CREDIT RECOVERY, Kennesaw

March 2014 to May 2018

Account Manager/Collections Supervisor

Managed, trained & developed a team of 10 subordinates while making & receiving phone calls to collect on defaulted student loans under contract with the U.S. Dept. of Education. Provided managerial support to other teams across all departments within the organization. Adhered to client & company policies, FDCPA, FTC, federal & state regulations. Consistently achieved & exceeded monthly collection goals.

FINANCIAL ASSET MANAGEMENT, Tucker, GA

Nov 2010 to March 2014

Account Manager/Collector

Maintained professionalism while making and receiving phone calls to collect on defaulted student loans under contract with the U.S. Dept. of Education. Adhered to client & company policies, FDCPA, FTC, federal & state regulations. Consistently achieved & exceeded monthly collection goals.

Education

Technical College System of Georgia

2022

General Education Diploma

Georgia State University

Expected Diploma 2025

Associate degree in business administration Candidate ~ Expected Diploma 2025