



Nicole Wilkerson

Buyer I, Public Procurement

☎ (630) 555-4817 ✉ nicole.wilkerson@example.com

🌐 linkedin.com/example/nicolewilkerson 📍 Aurora, IL 60506

SUMMARY

Public procurement professional with five years of experience **purchasing supplies**, equipment, and services in policy driven government and institutional settings. Coordinates **departmental requirements**, procurement methods, **vendor outreach**, pricing, requisitions, purchase orders, and complete transaction records. Prepares Requests For Proposals, Requests For Quotations, and Invitations For Bids from clear specifications developed with internal stakeholders. Reviews proposals, contracts, approvals, and supporting documents against established policies and regulations. Uses Microsoft Excel for bid tracking, pricing comparisons, supplier summaries, and procurement logs, plus Microsoft Word for solicitation materials and correspondence. Holds a Bachelor of Business Administration and a valid **Illinois driver's license**. Consistently supports fair sourcing, responsive departmental service, and well documented purchasing decisions.

EXPERIENCE

Buyer, Public Procurement

Fox River Public Services Authority 📅 May 2024 - Present 📍 Aurora, IL

Manage routine and moderately complex purchasing for multiple public service departments, coordinating sourcing, documentation, vendor communication, and policy review from request through purchase order.

- Coordinated specifications with departments before preparing sourcing documents for supplies and **services**.
- Prepared Requests For Quotations, Invitations For Bids, and Requests For Proposals from approved requirements.
- Issued **purchase orders** with **requisitions**, quotes, approvals, vendor records, and contract documents.
- Compared supplier **pricing** and summarized proposal terms in **Microsoft Excel** for evaluation support.
- Identified vendors through **procurement records**, supplier research, and commodity requirements for competitive requests.
- Reviewed purchasing documents against procedures and routed exceptions for appropriate contract review.

Purchasing Specialist, Public Procurement

Midwest Civic Operations 📅 January 2022 - April 2024 📍 Joliet, IL

Coordinated purchasing requests across facilities, administrative, fleet support, and program operations, building complete sourcing packages and maintaining accurate transaction records.

- Translated department requirements into organized sourcing packages and purchasing documentation.
- Obtained **competitive pricing** and recorded vendor responses, **specifications**, approvals, and issued orders.
- Prepared **purchase orders** from approved **requisitions** and resolved missing information before issuance.
- Assembled bid materials, tracked solicitation milestones, and summarized supplier submissions for comparison.
- Maintained procurement logs in **Microsoft Excel** for accurate status reporting across active purchases.
- Prepared solicitation correspondence in **Microsoft Word** and clarified requisitions with department contacts.

Procurement Assistant, Public Procurement

Lakeshore Community College 📅 October 2021 - December 2021 📍 Grayslake, IL

Supported academic and administrative purchasing under buyer supervision, organizing requisitions, vendor quotations, purchase order records, sourcing files, and department follow up.

STRENGTHS

- 👥 **Department Coordination**
Clarified specifications, timing, and purchasing methods with requesters, preventing avoidable gaps before sourcing began.
- 🔍 **Competitive Sourcing**
Compared supplier responses and pricing in active procurements, giving reviewers clear information for source decisions.
- 📁 **Procurement Records**
Built complete transaction files with quotes, approvals, orders, and contracts, making review work more straightforward.
- ✅ **Policy Review**
Checked purchasing documents against established procedures and raised exceptions before commitments moved forward.
- 🗨️ **Vendor Communication**
Researched qualified sources and maintained steady outreach, which helped departments receive useful competitive responses.

SKILLS

Public Procurement Purchasing

Competitive Sourcing

Request For Proposals

Request For Quotations

Invitation For Bids

Purchase Orders Requisitions

Vendor Identification

Supplier Proposal Analysis

Specifications

Procurement Records

Contract Documentation

Pricing Analysis Microsoft Excel

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Buyer, Public Procurement at Fox River Public Services Authority (2.4 Years)

● Purchasing Specialist, Public Procurement at Midwest Civic Operations (2.2 Years)

● Procurement Assistant, Public Procurement at Lakeshore Community College (2 Months)

- Organized **requisitions**, vendor quotations, purchase order records, and procurement correspondence.
- Researched potential sources and prepared vendor contact lists for routine price requests.
- Logged supplier responses in **Microsoft Excel** and checked entries against source documents.
- Prepared **Microsoft Word** communications and maintained orderly electronic files for completed transactions.
- Corrected missing specifications, account details, and approvals with campus departments.
- Reviewed completed files against internal checklists and identified missing **procurement records**.

PROJECTS

Public Procurement Records Review 📅 2024

Created a structured review process for requisitions, quotations, approvals, purchase orders, contracts, and completed procurement records across public service purchasing.

Competitive Sourcing Analysis 📅 2023

Built Excel comparisons for supplier pricing, proposal responsiveness, commercial terms, and documented evaluation information supporting source of supply decisions.

LEADERSHIP & AWARDS

- Recognized by purchasing colleagues for dependable procurement records and responsive departmental service.
- Selected for trusted handling of competitive pricing, proposal summaries, and regulated purchasing documentation.
- Provided peer support for complete requisitions, solicitation files, and purchase order preparation.

EDUCATION

Bachelor's Degree in Business Administration

Northern Illinois University 🎓 GPA: 0 📅 2021 📍 DeKalb, IL

Coursework: Public procurement, business law, accounting, operations management

CERTIFICATIONS

- Valid Illinois Driver's License 📅 2021
- Microsoft Excel and Word Assessment 📅 2021

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Office
- **Procurement Documents:** Requests For Proposals, Requests For Quotations, Invitations For Bids
- **Purchasing Transactions:** Purchase orders, requisitions, confirming orders
- **Sourcing Analysis:** Competitive sourcing, pricing comparisons, supplier proposal summaries
- **Vendor Management:** Vendor identification, supplier outreach, vendor records
- **Contract Records:** Contract documents, approvals, supporting documentation
- **Procurement Records:** Procurement logs, electronic files, transaction records
- **Specifications:** Commodity requirements, service requirements, bid specifications
- **Policy Compliance:** Procurement policy, governing regulations, procurement procedures
- **Public Purchasing:** Supplies, equipment, services

PROFESSIONAL AFFILIATIONS

- Public procurement and purchasing professional focused on fair sourcing and accountable documentation.
- Business administration graduate engaged in compliant purchasing, vendor communication, and departmental support.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST