



Samara Russo

Procurement Assistant

☎ (210) 555-6831 ✉ samara.russo@example.com

🌐 linkedin.com/example/samararusso 📍 San Antonio, TX 78230

STRENGTHS

- ✔ **Transaction accuracy**
Caught account and invoice mismatches during review, then traced source records until approval files were complete.
- 👥 **Supplier coordination**
Collected forms, quotes, and ordering details from vendors; a clear packet often shortened follow up.
- 📊 **Excel analysis**
Used pivot tables and VLOOKUP to expose spending patterns and missing data, becoming a go to review resource.
- 🕒 **Deadline control**
Tracked concurrent requests from intake through completion. Colleagues relied on steady updates when priorities shifted.
- 💬 **Customer service**
Handled urgent questions with calm, direct communication, helping department leaders move requests forward without confusion.

SKILLS

- Procurement Requisitions
- Purchase orders Vendor invoices
- Supplier quotes
- Vendor onboarding ERP systems
- Microsoft Excel Pivot tables
- VLOOKUP Account reconciliation
- Capital assets Inventory control

SUMMARY

Procurement Assistant with four years of experience supporting purchasing, accounts payable, inventory control, **vendor documentation**, and administrative fiscal operations in deadline driven offices. Creates requisitions, routes **purchase orders**, collects **supplier quotes**, processes invoices, records entries, reconciles accounts, and supports payment approval. Uses **ERP financial systems** and advanced Microsoft Excel, including pivot tables and VLOOKUP, for transaction review, spending analysis, inventory monitoring, and discrepancy resolution. Maintains capital and non capital asset records, supports inspections, and documents surplus inventory with clear audit trails. Partners with department leaders, vendors, centralized purchasing teams, and internal customers through changing priorities. Practical judgment, customer service, communication, and careful project tracking support accurate work through April 2027.

EXPERIENCE

Procurement Assistant

Lone Star Administrative Partners 📅 June 2024 - Present 📍 San Antonio, TX

Supports purchasing, fiscal processing, supplier onboarding, asset control, and department service requests for multiple internal groups. Owns transaction flow from request intake through purchase order release, invoice review, reconciliation, and documentation closeout. Uses ERP financial systems and Excel analysis to keep deadline sensitive work accurate and visible.

- Converted approved department requests into ERP **requisitions**, accelerating purchase order release for time sensitive supplies.
- Matched vendor invoices with purchase orders and service records, resolving exceptions before payment approval.
- Compared supplier quotes in Excel, giving department leaders clear pricing and availability for purchase decisions.
- Validated supplier documentation for **Supplier ID** creation, sending complete packages to centralized **purchasing** staff.
- Updated capital and non capital asset records, supporting inspections and **surplus inventory** disposition with audit trails.
- Built **pivot tables** and VLOOKUP analyses, revealing **spending patterns** and guiding daily procurement priorities.

Administrative Fiscal Specialist

Alamo Fiscal Services 📅 January 2023 - May 2024 📍 San Antonio, TX

Managed clerical and fiscal processing within a high volume service operation, maintaining ERP records, account documentation, inventory files, and customer requests. Balanced invoice review, **account reconciliation**, supply ordering, and vendor communication while meeting strict transaction deadlines. Provided dependable support during shifting workloads and physical inventory reviews.

- Entered daily account activity in an ERP system, preserving complete records for high volume fiscal transactions.
- Reconciled invoice and payment records, tracing mismatches across source documents before escalating unresolved exceptions.
- Verified approvals for supply and **service requests**, preventing incomplete transactions from moving forward.
- Monitored stock levels and **asset records**, preparing files for physical **inventory** reviews and equipment transfers.
- Applied **pivot tables** and **VLOOKUP** to summarize spending, identify incomplete data, and support account review.
- Answered vendor and customer documentation questions, keeping urgent requests moving beside routine workloads.

Procurement and Office Coordinator

Riverwalk Office Solutions 📅 October 2022 - December 2022 📍 San Antonio, TX

Spending analysis

Customer service

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Procurement Assistant at Lone Star Administrative Partners (2.3 Years)
- Administrative Fiscal Specialist at Alamo Fiscal Services (1.3 Years)
- Procurement and Office Coordinator at Riverwalk Office Solutions (2 Months)

Coordinated office purchasing, supplier records, fiscal data, inventory files, and service documentation under supervisor guidance. Tracked requests from intake through completion, checked account coding, and maintained clear records for purchasing review. Built practical experience with ERP workflows, vendor **communication**, and deadline focused administrative service.

- Organized **supplier quotes**, order requests, invoice files, and service records for supervisor purchasing review.
- Entered ERP **purchasing** data, checking account codes and source documents before approval routing.
- Reconciled supply and equipment spreadsheets with lookup functions, flagging missing asset information for correction.
- Collected vendor forms, pricing, and order details, creating complete documentation packets for purchasing staff.
- Tracked requests from intake through completion, escalating missing approvals before scheduled purchases were affected.
- Responded to internal requestors, providing clear service during changing office purchasing priorities.

PROJECTS

Fiscal Inventory Review 📅 2024

Improved visibility across asset and supply records by combining ERP transaction review with Excel lookup analysis. Accurate records support responsible public spending, practical service, and dependable stewardship of shared resources.

Supplier Documentation Workflow 📅 2023

Created a clearer path for collecting vendor forms, pricing, and ordering details. Complete documentation helps purchasing partners act with confidence and keeps department requests moving through approval.

LEADERSHIP & AWARDS

- Recognized by supervisors for dependable invoice reconciliation and clear fiscal documentation during high volume periods.
- Selected as a trusted resource for Excel lookup reviews, inventory records, and supplier documentation questions.
- Received positive internal feedback for responsive customer service during urgent purchasing requests and shifting deadlines.

EDUCATION

Associate of Applied Science in Business Administration

San Antonio College 🎓 GPA: 3.5 📅 2022 📍 San Antonio, TX

Coursework: Procurement, accounting, business communications, spreadsheet analysis

CERTIFICATIONS

- Microsoft Excel Advanced Functions Training 📅 2024
- Public Purchasing Procedures Training 📅 2024

TECHNICAL SKILLS

- **ERP Financial Systems:** STARS, requisition processing, purchase order routing
- **Microsoft Excel:** Pivot tables, VLOOKUP, lookup functions
- **Accounts Payable:** Invoice processing, payment records, fiscal entries
- **Account Reconciliation:** Account maintenance, discrepancy review, source records
- **Procurement Operations:** Supplier quotes, supply orders, service requests
- **Vendor Administration:** Supplier documentation, Supplier ID creation, vendor records
- **Asset Management:** Capital assets, non capital assets, asset inspections
- **Inventory Control:** Inventory levels, physical reviews, surplus inventory
- **Financial Analysis:** Ordering activity, spending patterns, transaction summaries

- **Office Systems:** Computers, phones, photocopiers, filing cabinets
- **Project Administration:** Project tracking, request intake, completion monitoring
- **Customer Service:** Department support, vendor communication, service requests

PROFESSIONAL AFFILIATIONS

- Professional support for administrative finance and purchasing colleagues through shared documentation practices and practical problem solving.
- Collaborative partner for department requestors, vendors, and centralized purchasing teams, keeping communication clear and useful.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST