

MICHELINE LILAVOIS

Bloomfield, NJ 07003 · 201-779-9558

Micheline.Lilavois@gmail.com

LinkedIn: <https://www.linkedin.com/in/michelinel/>

EXPERIENCE

OCTOBER 2018 - CURRENT

PROCUREMENT ASSISTANT - symrise inc. - SADDLE BROOK, NJ

- Utilize SAP to create purchase orders.
- Contact vendors to confirm orders and verify pricing.
- Obtain W-9s to create vendors.
- Reach out to vendors for COIs.
- Obtain and analyze quotes from vendors.
- Track credit card payments for monthly reports.
- Negotiate contracts for lower cost amount.
- Manage 300 fleet vehicles in the whole North American region.
- Collaborate with Accounts Payable on inaccurate invoices, goods receipts, and pricing discrepancy.
- Communicate with Legal Department on terms and conditions (TC) and power of attorney (POA).
- Provide supplies for all of east coast location.
- In charge of printer maintenance for all of east coast locations.

FEBRUARY 2017 - OCTOBER 2018

PROCUREMENT ASSISTANT - S.A.I.C. - FAIRFIELD, NJ

- Expedite over 1,000 generated requests for quotes and purchase orders daily.
- Disclose guidelines with vendors. Communicate with vendors on quoted estimates in obtained documentation. Analyze documents to verify provided information and calculated unit prices. Negotiate payment terms with vendors.
- Organize and coordinate with vendors to schedule delivery of purchase orders. Record and update status to maintain confirmed delivery date. Retrieve proof of delivery to justify order.
- Enforce SAIC's policies when finance discrepancies occur. Evaluate invoices to validate authorized price and if required, advise vendors to modify invoices.
- Develop an active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers
- Compare product deliveries with issued purchase orders and contact vendors when there are discrepancies. Processes product returns and track credits.
- Maintain current and accurate files of vendor prices in spreadsheets and accounting software.

JANUARY 2011 - FEBRUARY 2017

HEAD OFFICE ADMINSTRATOR - Bed bath and beyond - Union, NJ

- Generated invoices and received biweekly outbound and inbound invoices from West Coast office to calculate drayage and shrink-wrap in each shipment.
- Managed weekly payroll for a felicity of 500 people. Used JDA Time Attendance software in order to view and fix punches, as well as, added vacation, personal, and sick days for every employee at manager's request.
- Collaborated with carriers for claims Overages, Shortages, and Damages (OSD). Notated it onto bill of laddings. Filed and tracked bill of laddings in order to manage

and pay ICP invoices.

- Developed PowerPoint presentations for every department within warehouses at Bed Bath & Beyond's corporate office and trained employees on how to utilize new software system.
- Supervised any technical software and hardware issues within office. Assisted IT in troubleshooting to repair damaged hardware/software. Installed current software to maintain software updates. Replaced hardware in computers and printers when needed.

EDUCATION

MAY 2009

BACHELORS - MULTIMEDIA, Bloomfield College

SKILLS

- Excellent Verbal and Writing
- Time management
- Attention to Detail
- Team Player
- Multi-tasking
- Organized