

# Valentina Chaikina

Fort Collins, CO, USA (USA Permanent Resident) | +1 6692136337 | [v6692136337@gmail.com](mailto:v6692136337@gmail.com) | [LinkedIn](#)

Proactive and detail-oriented Procurement Specialist with 10+ years of experience supporting international supply chain operations. Strong understanding of procurement and supply chain procedures, with a proven ability to manage complex purchasing workflows and maintain accurate documentation. Highly organized, with excellent time-management skills and the ability to perform effectively in a fast-paced environment.

## Skills & Languages

**Areas of Expertise:** Overseas communications, Global Sourcing, Vendor selection, Vendor coordination, Negotiations, Cost Reduction, Request for Proposal (RFP), PO Management, Logistics Coordination, Supplier Risk Management, Order Fulfillment, QC management and quality issues escalation.

**Technical Skills:** MS Office (Word/Excel/Outlook), SAP ERP system, Google spreadsheets, pivot tables, Tableau, Teams.

**Soft Skills:** Excellent organizational and communication skills, great team player, analytical mindset, problem-solving, attention to detail, ability to manage multiple priorities and work under pressure.

**Languages:** English, Chinese (Mandarin), Russian.

## Experience

### 02.2022 – 01.2024 PURCHASING COORDINATOR | INTERNATIONAL TRADE & SOURCING (*Freelance*)

- Served as a trusted translator, liaison, and procurement specialist for foreign companies sourcing products from China.
- Supported international clients with purchasing workflows, including price negotiation, order placement, production follow-up, quality verification and logistics coordination.
- One notable project involved assisting a first-aid products manufacturer with sourcing medical equipment and medical materials in China, ensuring quality compliance and on-time delivery.

### 04.2021 – 02.2022 | PACKAGING SOURCING SPECIALIST | [UNICONE](#) | SHANGHAI BRANCH, CHINA

*UNICONE (United Confectioners) is the largest confectionery Holding in Russia, exports its products to many countries, including China*

- Supported local office by procuring marketing inventory, equipment and materials to meet operational needs.
- Managed end-to-end repackaging projects from concept to delivery of finished products to the warehouse (for products delivered in bulk and then repacked locally).
- Used SAP ERP to analyze marketing inventory and identify purchase needs for packaging materials.
- Material Procurement: executed purchase orders according to the company's procurement plan.
- Facilitated RFX and competitive bidding processes to identify and select the most suitable contractors.
- Collaborated cross-functionally with internal stakeholders to develop new product and packaging solutions.
- Drafted and developed over 15 packaging projects for retail and online sales, incl. chocolates, caramel, cookies, wafers, etc.
- Successfully launched 5 new marketing solutions into production.
- Updated and maintained a database of 70+ current and potential suppliers using SAP ERP.

### 06.2017 – 04.2021 | SUPPLIER QUALITY MANAGER | [VIRTEX FOOD](#) | SHANGHAI, CHINA

*Virtex food – Russian manufacturer of sauces, dressings, spices; distributor of various ingredients for Asian cuisine*

- Managed OEM production projects in China, South Korea, Thailand, Vietnam.
- Identified and evaluated potential suppliers, analyzed market prices and requested test samples, negotiated product prices and quality parameters to secure favorable terms and drive cost savings.
- Coordinated production from payment to shipment, conducted quality control, and resolved quality issues and claims.
- Implemented a system for early detection of hidden product defects, reducing quality issues and claims by 4%.
- Introduced over 20 alternative suppliers of key product categories, with 6 becoming regular partners.

### 11.2014 – 06.2017 | SUPPLY CHAIN SPECIALIST (EQUIPMENT) | [IB GROUP CO., LTD](#) | SHANGHAI, CHINA

*IB Group Co., Ltd – Manufacturer and distributor of confectionery equipment*

- Communicated with suppliers in China, searched for new suppliers, negotiated prices and specifications.
- Drafted and negotiated contracts, managed the purchase and delivery of equipment.
- Successfully completed 5 supply and launch projects for confectionery equipment in Russia.

### 06.2012 – 11.2014 | LOGISTICS SPECIALIST | [VECTOR TRADE LTD](#) | SHANGHAI, CHINA

*Vector Trade Ltd – logistics services, consulting, translation services*

- Coordinated purchasing and logistics for goods from China to Russia, including cost calculations and choosing best delivery options, preliminary calculation of customs duties, tracking the transportation of goods to ensure timely arrival.
- Completed 6 successful logistics projects, managing consolidation, delivery, and customs clearance.

### 09.2010 – 11.2011 | LOGISTICS ASSISTANT | [CYBER-S](#) | SHANGHAI, CHINA

*Logistics and business consulting services*

- Conducted price inquiries, calculated delivery costs and customs duties, managed the purchase and delivery of goods.

## Education

2005-2010 | BACHELOR IN BUSINESS MANAGEMENT & LANGUAGE INTERPRETATION AND TRANSLATION (ENGLISH, CHINESE)

BLAGOVESHCHENSK STATE PEDAGOGICAL UNIVERSITY | BLAGOVESHCHENSK, AMUR REGION, RUSSIA