

Yasmine Gallegos

Porter, TX

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Professional Summary

Skilled in strategic sourcing, & negotiation. Adept at vendor relations, procurement streamlining, and logistics coordination to ensure operational efficiency.

Work Experience

Procurement Officer

Galle Interiors-Houston, TX

July 2016 to March 2025

- Oversaw procurement of materials, negotiated prices, and sourced contractors.
- Expedited material & contractors, ensuring timely updates and scheduling.
- Served as the primary point of contact for customers, vendors, and employees.
- Facilitated payroll processing and financial tracking to support project budgets.
- Implemented efficient task delegation strategies to optimize workflow.

Procurement Officer

SPEC Americas-Humble, TX

January 2013 to July 2016

- Created and managed purchase orders, ensuring compliance with budget and project requirements.
- Conducted supplier negotiations and vendor sourcing to optimize procurement strategies.
- Expedited deliveries, and maintained financial integrity.
- Led weekly meetings to align stakeholders, troubleshoot issues, and maintain project schedules.
- Assisted in setting up company health insurance and employee benefits enrollment.
- Managed freight vendor relationships, scheduled shipments, and prepared documentation.

Office Manager

Specialty Process Equipment Corporation-Humble, TX

July 2008 to January 2013

- Managed multi-line phone systems, answered calls, relayed messages, and directed communications efficiently
- Oversaw procurement process, obtaining quotes and sourcing vendors
- Cross-checked POs, invoices, and packing lists to ensure financial accuracy.
- Provided administrative support including expense reporting, travel bookings, and file management.
- Assisted QA/QC inspections, prepared documentation for certifications, and facilitated ASME renewals.

Skills

- Negotiation
- Procurement