

RHONDA E. JEFFRIES

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Purchasing / Procurement Buyer | Sr. Administrative Asst.
Greater Northern Virginia and Metro Area

Summary:

Enthusiastic and articulate business professional with over 10 years of experience in purchasing, administration and managing office operations. Strong time management experience, outstanding interpersonal and communication skills. Skilled in coordinating departments that includes scheduling, procurement, vendor relations and project management. Ability to function in a constantly, changing environment, while interacting with all levels of support staff and management.

Skills:

- Extensive software knowledge – Microsoft & Office Suite, Outlook, Foundations (Construction software)
- Proficient in reading and understanding specs
- Critical thinking skills
- Team management / Leadership
- Project Management
- Vendor relations – strong negotiating skills
- Customer service skills

Related Professional History:

SECO Architectural Systems, Inc. **Atlanta, GA** **09/05-2/19**
Senior Purchasing Specialist / Project Coordinator Assistant

- Create and manage numerous spreadsheets daily in an effort to reconcile contractual accounts valued up to \$20M
- Request vendor quotes for vendors (RFQ)
- Purchase all project specific materials (goods and services)
- Point of contact for all major purchases / vendor liaison
- Reconcile expenditures for all purchase orders
- Provide support for field crews / Compile & distribute job folders
- Assist project managers in writing subcontract agreements / scheduler
- Provide support for project managers which includes review of specifications, prepare submittals and closeouts (warranties)

Verizon Information Services **Duluth, GA** **01/04-8/05**
Division Assistant

- Executive Administrative Assistant to General Sales Manager
- Sales support administrator to staff of (40) forty representatives
- Created and managed multiple databases for new accounts
- Responsibilities included administrative duties- office management (accounts payable, accounts receivable, new hire, record keeping, vendor coordination, facilities management)

Professional Work History:

Century 21 Gold Medal Realty
Professional Sales Real Estate Agent

Tucker, GA

08/01- 11/03

- Successfully closed over \$3M in sales
- Full time agent representative for buyers and sellers
- Assists clients in purchasing, selling and renting properties
- Composed residential property and land contracts
- Strong negotiating skills

Waterford Caseworks, Inc.
Office Manager

Baltimore, MD

05/96-1/00

- Command of daily operations- Supported 2 senior executives and project managers
- Developed and analyzed accounting, production and payroll reports to determine profitability and productivity to company's benchmark.
- Produced and analyzed weekly/end of month department reports for the CEO/CFO.
- Responsibilities included clerical duties (typing, filing, answering phones), office new hire, bank deposits, A/R A/P, G/L, invoicing, payroll, time management, network support, cost reports, purchasing, scheduling.

Education/Training:

- Associate Degree in Computer Information Systems, University of MD., Catonsville, MD
- Dekalb Board of Realtors, Tucker, GA
- Georgia MLS Real Estate License, Atlanta, GA

FURTHER INFORMATION AVAILABLE UPON REQUEST