Heather Villyard

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Detail-oriented Procurement and Financial Operations Analyst with experience supporting technology acquisitions, IT invoice processing, vendor management, and budget reconciliation. Proven ability to manage high-volume purchase activity, validate expenditures against allocated funds, maintain accurate procurement records, and support financial compliance initiatives. Skilled in cross-department coordination, vendor relations, and delivering accurate financial reporting in fast-paced environments.

Key Skills

- Technology Procurement & Acquisitions
- IT Hardware & Software Purchasing
- Purchase Order Processing
- Budget Verification & Fund Allocation
- Invoice Reconciliation (300+ monthly)
- Financial Data Validation
- Vendor & Supplier Coordination
- Procurement Database Management
- Microsoft Office / Microsoft 365
- Compliance Monitoring
- Cost Analysis & Spend Tracking
- Cross-Department Support

Professional Experience

Mansfield Oil — **Gainesville, GA**

Procurement Analyst — ***September 2024 – November 2025***

- Processed and reconciled 300+ IT-related invoices monthly, ensuring accuracy, compliance, and timely payment
- Assisted with sourcing and procurement of IT hardware, software, and technology services in support of organizational needs
- Reviewed and validated technology purchase documentation against approved budgets prior to financial processing
- Monitored technology spend to ensure alignment with allocated funding and strategic initiatives
- Collaborated with Accounts Payable and Finance to reconcile expenditures and maintain accurate CapEx/OpEx classification
- Maintained procurement tracking records to support reporting, audit readiness, and financial transparency
- Researched and interpreted financial and vendor data to ensure compliance with internal controls and reporting requirements
- Analyzed vendor proposals and pricing structures to confirm cost-effectiveness and fiscal responsibility
- Supported process improvements that enhanced procurement workflow efficiency and documentation accuracy

Cardinal Health — **Remote**

Implementation Support Specialist — ***September 2023 – June 2024***

- Coordinated cross-functional scheduling and logistics for enterprise software implementations, ensuring alignment between technical teams and end users
- Maintained detailed tracking records in Salesforce to support reporting, documentation accuracy, and project transparency
- Monitored implementation timelines and resource allocation to ensure adherence to deadlines and organizational priorities
- Documented installation progress, system updates, and issue resolution to maintain accurate operational records
- Assisted in validating service completion documentation prior to project closure
- Provided responsive support to internal stakeholders and customers, resolving issues efficiently while maintaining service standards
- Achieved a 93% successful installation rate through proactive coordination, follow-up, and structured tracking processes

Sunrise Medical Solutions — **Remote**

Operations Coordinator ***September 2022 – July 2023***

- Coordinated vendor-supported services, ensuring contractual obligations, scheduling requirements, and service standards were consistently met
- Managed vendor onboarding, contract documentation, compliance tracking, and performance monitoring
- Monitored service-related expenditures and evaluated cost impacts across scheduling scenarios to minimize financial risk
- Maintained detailed operational records to support reporting accuracy and quality assurance
- Analyzed vendor performance trends and conducted audits to ensure adherence to company policies and service-level agreements
- Resolved service discrepancies by reviewing documentation, validating records, and collaborating with internal stakeholders and external providers
- Communicated proactively with vendors, managers, and customers to ensure timely issue resolution and service continuity

Prime Retail Services **Remote**

Operations Coordinator ***April 2018 – July 2021***

- Developed and maintained departmental SOPs to standardize procurement workflows and improve operational consistency
- Processed and tracked vendor invoices and expense documentation, ensuring accuracy and timely submission
- Supported vendor procurement activities, including onboarding documentation, contract coordination, and relationship management
- Assisted in monitoring project budgets and expenses to support cost control and financial transparency
- Coordinated cross-functional initiatives for senior leadership, ensuring projects were delivered on time and within approved budgets
- Maintained organized records of vendor agreements, expense reports, and operational documentation
- Facilitated internal meetings, training sessions, and vendor-related communications to support organizational operations

Alliance Defending Freedom **Remote**

Paralegal ***June 2009 – May 2010***

- Reviewed and analyzed legal documents, contracts, and discovery materials to ensure compliance with procedural and regulatory requirements
- Conducted detailed legal research using Westlaw and LexisNexis, interpreting federal and state statutes, case law, and regulatory guidance
- Managed case documentation and billing records, ensuring accuracy, organization, and deadline compliance
- Prepared and validated official filings and supporting documentation to meet strict court submission requirements
- Maintained structured records and case files to support audit readiness and reporting needs
- Drafted professional correspondence to internal and external stakeholders, ensuring clarity and procedural accuracy

Fox, Chandler, Homans, Hicks & McKinnon, LLP **Gainesville, GA**

Receptionist/Paralegal ***October 2002 –May 2009***

- Managed client billing records and case files, ensuring financial accuracy and organized documentation systems
- Prepared and reviewed pleadings, affidavits, motions, and exhibits with strong attention to detail and procedural compliance
- Filed legal documents in accordance with court rules and strict regulatory deadlines
- Conducted legal research using Westlaw and LexisNexis, interpreting statutory and regulatory requirements
- Maintained structured records to support case tracking, reporting, and audit readiness
- Communicated professionally with clients, court personnel, and stakeholders to resolve inquiries and ensure procedural clarity

Education

University of North Georgia – Associates, Sociology 2007