

# Janice Tonks

Procurement Specialist | Contract Specialist | Treasury Manager

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## Summary

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PROCUREMENT | CONTRACT MANAGEMENT | TREASURY:  
INCREASING THE BOTTOM LINE ON GLOBAL ACCOUNTS

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My professional curiosity and tendency to hit the ground running have led to positions of increasing responsibility in accounts payable, procurement, and treasury for more than 23 years.

The commitment I have to process improvements and flawless implementation at every juncture results in significant savings for my company.

### RESULTS:

- # Closed more than 100 inactive accounts.
- # Improved efficiency across three departments.
- # Reduced overhead expenses.

### CONTAGIOUS ENERGY, QUALITY PERFORMANCE

I foster a positive work atmosphere and greatly value the relationships I've cultivated.

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Seeking a true contributor who goes beyond what's required to exceed project goals?

CONTACT ME: # jantonks@verizon.net

## Specialties

### INDUSTRY SKILLS

Procurement # Contract Management # Negotiation # Policy & Procedures # Global Treasury  
Operations # Investments # Bank Relationship Management # Cash Management

### PROFESSIONAL ATTRIBUTES

Adaptable # Efficient # Motivated # Problem Solving Skills # Analytic # Collaborative # Excellent  
Communication Skills # Organized # Self-Starter

## PERFORMANCE

Process Improvement # Research # Employee Training # Compliance # Creating & Maintaining Policies # Microsoft Office

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## Experience

### **Procurement Specialist | Contract Specialist at Seeking Opportunities**

April 2011 - Present (7 months)

#### **Sr. Procurement Specialist at Revlon**

April 2006 - April 2011 (5 years 1 month)

Duties included ensuring good control practices for Global Corporate Services spend on travel, car service and Travel & Expense spend. Engaged in Request For Proposals (RFP) analysis to realize cost reductions and process improvements on an ongoing basis for assigned commodities. Monitored the dollar volume on corporate cards for transaction volume versus identified objectives for best business practices.

# Conducted the RFP from inception to contract award for travel management company and car service

# Administered the Global Corporate Diners Club Program with a yearly spend on \$5MM

# Implemented the company's Purchasing Card Program which included a roll out of cards utilized in the manufacturing plant and accounts payable. As a result, high volume, low value purchase orders were reduced by 40% saving over \$25K

# Consolidated multiple black car companies into one black car/shuttle service provider that increased service level with an on line reservation tool and decreased costs by 25%

*6 recommendations available upon request*

#### **Corporate Treasury Cash Manager at Revlon**

January 2002 - March 2006 (4 years 3 months)

# Monitored capital structure of organization by analyzing level of debt and identifying low cost financing solutions

# Domestic and Canadian cash management ensuring efficient use of funds in highly leveraged environment

# Responsible for drafting and updating department policies and procedures and executing testing to ensure compliance with Sarbanes Oxley regulations

# Maintained the Domestic Treasury Workstation, CitiDirect, to ensure daily communication of bank

balance, transaction and funds transfer information between Revlon and Revlon's primary cash management banks

# Supervised and trained Financial Administrator to ensure solid understanding of best business practices

# Communicated effectively with all levels of management and staff

*2 recommendations available upon request*

### **Treasury Analyst at Revlon**

November 1994 - December 2001 (7 years 2 months)

# Administered the opening, closing and modification of the company's 250 worldwide bank accounts using the Weiland Bank Administrator System

# Prepared and compiled senior management reports for the company's current debt portfolios, credit lines, investments and cash movements

# Administered the issuance and reporting of the company's outstanding letters of credit

# Provided a high level of support to Corporate and International Accounting at month end closing

### **Accounts Payable Supervisor at Revlon**

October 1987 - November 1993 (6 years 2 months)

# Key member of project team to implement Management Science America Payables, resulting in cost savings of \$400,000 and a head count reduction of 50%

# Prepared training manual and procedure guide and trained 30 plus clerks in MSA Payables processing

# Recommended and implemented "Automated Call Detector" telephone inquiry service resulting in increased efficiency and accuracy and decreased response time to suppliers

# Set up recurring payment schedules to reduce transaction costs while ensuring timely supplier payments

*1 recommendation available upon request*

### **Accounts Payable Specialist (contracted to AT&T) at Larkin Service Corporation**

1984 - 1987 (3 years)

# Recorded budget entries and analyzed expenditures for weekly reports

# Reviewed outside contractor's billing, verified payroll requirements versus number of employees

# Processed purchase orders and recorded payments into appropriate general ledger accounts

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## Skills

**Purchasing**

**Travel Management**

**Hotel Contract Negotiation**

**Contract Negotiations**

**Cost Analysis**

**Data Analysis**

**Compliance**

**Policy Writing**

**Training & Development**

**Treasury**

**Cash Management**

**Banking**

**Cash Flow Forecasting**

**Organizing Meetings**

**Team Building**

**Process Improvement**

**MS Office Suite**

(Intermediate, 15 years experience)

**Excel**

**Word**

**Outlook**

**Lotus Notes**

**SharePoint**

**Oracle E-Business Suite**

**Concur**

**Hyperion Enterprise**

**American Express**

**Friendship**

**Credit Cards**

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## Education

**Georgian Court College**

Business Administration, Graduated Magna Cum Laude, 2002 - 2006

Activities and Societies: Delta Mu Delta

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## 9 people have recommended Janice

"Janice was always responsive to my needs as a client. Janice is easy to work with and effective at getting the job done."

— **Joy G.**, *Senior Patent Counsel, Revlon*, managed Janice indirectly at Revlon

"Janice has always been willing to mentor me through various vendor and Revlon processes. I have always been grateful for her experience and follow up. Janice is a friend as well as a colleague."

— **Terri D.**, *Procurement Manager, Revlon Consumer Pdts.*, worked directly with Janice at Revlon

"I worked closely with Janice while at Revlon. She was a tremendous asset to our department, consistently delivering on projects and taking on additional responsibilities. She was incredibly thorough and always followed through to see a job to completion. Janice is an excellent collaborator and would be a great addition to any team!"

— **Laura F.**, *Sourcing Analyst, Revlon*, worked directly with Janice at Revlon

"Janice is a dedicated professional who enjoys new challenges. These traits have served her well during her long tenure at Revlon. Her positive attitude and high energy level enabled her to build strong relationships in all functional areas. It was a pleasure to work with Janice."

— **Karen B.**, *Group Director, Direct Procurement, Revlon*, managed Janice indirectly at Revlon

"Janice executes her responsibilities in a very professional manner. She is very detail oriented and completes her projects as scheduled. She initiates new processes to streamline her workload to be more effective in and to add value to her position. Janice is proactive and a self starter and is always willing to take on new challenging projects. She has excellent communication and collaboration skills and works well with all members of her team."

— **Donna V.**, *Global Procurement Director, Revlon*, worked with Janice at Revlon

"I have had the pleasure of working with Janice for several years. Janice assisted me with years of travel requirements including air, car and hotel. While working within company policy, Janice goes above and beyond to help her business partners and makes sure every need is handled. I would highly recommend Janice to any company that is looking for a person who is diligent,

detail-oriented, thinks outside the box and is professional in every aspect of each project."

— **Harvey D.**, *Director, Information Management, Revlon*, worked with Janice at Revlon

"Janice was a pleasure to work with - very helpful and accomodating, always available to answer questions or provide information."

— **Bernadette S.**, *Manager - Finance, Revlon*, worked with Janice at Revlon

"Janice is very focused on getting the job done correctly. She works very hard and I enjoyed working with her."

— **Laura F.**, *Finance Manager, Revlon*, worked directly with Janice at Revlon

"I have had the privilege of knowing and working with Janice throughout her career at Revlon. As an Accounts Payable Supervisor, I witnessed her growth and maturity developing into an excellent front-line supervisor during Revlon's largest period of growth. Her people and technical skills made her a great asset to the Department and one that I relied on often. It was also a pleasure to be around someone with such an upbeat and positive personality. Janice is a hands-on leader with excellent attention to details and controls. As Janice challenged herself by taking on different responsibilities in the Treasury and Procurement areas it was always good to see her use her knowledge of systems and strong financial controls to enhance her positions. I truly enjoyed working and getting to know Janice and is someone I consider a friend as well as a colleague."

— **Dale K. Z.**, *Director of Disbursements, Revlon*, managed Janice indirectly at Revlon

[Contact Janice on LinkedIn](#)