

Daniel Zachary Rothman

Document Control Analyst. Procurement and Purchasing Professional. Buyer & Inventory Specialist. Logistics Professional. Scientist at Heart.

Longmont, CO 80503

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Interested in many different lines of employment. I would like to be intellectually challenged at my place of employment and my strongest suits are critical thinking, philosophy, science, math, and data analysis. Established strong relationships with all marketing-facing departments, including outside graphics vendors, sales, customer service, graphic design, product management, IT, data management, social media, engineering and accounting. Ability to manage, organize, and effectively prioritize multiple projects, including trade show events and product launch materials in deadline driven environment. Microsoft Office Proficient with strong Excel skills. Bachelors of Science STEM degree background with a minor in Mathematics. Keen problem solver with strong analytical and critical thinking skills. Excellent technical writing capabilities with strong attention to detail. Genuinely positive attitude; eager to help others achieve common goals. Interested in Buyer/ Purchasing/Vendor relations positions, as I have 10 years of JD Edwards/ Oracle and Inventory Control Management experience. I believe I would be a valuable asset in a position such as this. Please enquire for multiple references or refer to my LinkedIn webpage: <https://www.linkedin.com/in/zach-rothman-529bb411b/>

Work Experience

Production Coordinator

Focused Test - Boulder, CO

March 2021 to April 2021

ERP/MRP Associate,
Document Control,
Production Coordination,
Logistics,
Shipping,
Purchase Orders,
Buyer,
Planner,
Procurement.
Inventory Control.

Logistics Professional, Procurement and Purchasing Professional. Buyer & Inventory Specialist, Document Control Analyst, Digital Print Production Specialist.

Sunrise Medical - Boulder, CO

July 2007 to November 2019

- Manager of Entire Literature and Promotions Department and Logistics/Shipping/Receiving/Print Production with mostly Temp Workers under my direction.

- Independently manage custom in-house printing and finishing on digital Konica Minolta printer; Creating full-bleed glossy color brochures, catalogues and flyers. Production processes.
- ERP, specifically Oracle/JD Edwards knowledge. 10 years experience.
- Print Production specialist with extensive knowledge of quality control issues with respect to digital and offset press printing.
- Purchase Order creation; Purchasing authority and responsibility for all marketing materials, including all literature, catalogues, brochures, flyers from various graphics and promotional item vendors.
- Document Control, Data Management.
- Logistics, including Freight, Small Package, BOL, Customs, etc.
- Buyer. Analysis of purchased assets.
- Credit Account Reconciliation.
- Document Part Number Corresponding Pricing Adjustment.
- Accounts Payable/Accounts Receivable, including appropriate coding and tax/shipping.
- Manage all Marketing Literature and Promotions order fulfillment.
- Provide marketing support for the entire inside/outside sales team in US/CA/MX.
- Prepare literature and promotional items and logistics for all trade shows and events.
- Thorough Microsoft Office experience and utilization. Create and run Excel reports from JD Edwards for all existing literature and promotional items through JDE to ascertain ordering frequencies, to predict current and future order quantities.
- Coordinate and Execute new Product Launch literature and promotional shipments to sales team, product dealers, end users and customer service.
- Fostered a close relationship with Sales, Customer Service, Product Management, IT, Data Management, Graphic
- Design, Social Media and other marketing-facing departments.
- Shipping and Receiving for the entire Boulder, CO facility; UPS Shipping & Packaging, Freight shipping, Postal service mailings.
- Thorough Microsoft Office experience and proficiency. Create and run Excel reports from JD Edwards for all existing literature and promotional items through JDE to ascertain ordering frequencies, to predict current and future order quantities.
- Independently negotiated 60 month lease to own contract on digital production printer.
- Experience utilizing JD Edwards, Citrix Trax, EPDM, and previously, EPIM and BPCS.
- Create and maintain part numbers for all literature and promotional items and enter the correct category coding in JDEdwards, JDE, ensuring accurate accounting and inventory control.
- Systems Data Creation and Organization, Create part numbers and systems information to allow for orders from end users and customer service through Item Branch Plant and Item Master JDE applications.
- Set up pricing and associated data management coding in JD Edwards. Determine literature costs and pricing for internal and external use.
- Inventory Control and Management through JD Edwards, maintain accurate inventory through cycle counts, purchase orders and work order generation.
- JD Edwards experience running and maintaining Routing, Bill of Material, Purchase Order Receipts, Work Order Creation,
- Item Master information, Item Branch Plant information for all branch plant 1360 items.

Dishwasher

Xanterra Parks and Resorts, Yellowstone National Park
June 2007 to August 2007

Office Clerk.

H&R Block - Oneonta, NY
January 2005 to May 2005

Marina Attendant

Town of Islip Parks and Recreation - Islip, NY
June 2000 to 2005

Education

Bachelor's in Meteorology, Mathematics Minor

State University of New York - Oneonta, NY
August 2002 to May 2006

Skills

- Inventory (10+ years)
- Excel (10+ years)
- Word (10+ years)
- Microsoft Office (10+ years)
- Shipping (10+ years)
- Account Reconciliation (10+ years)
- Accounts Payable (8 years)
- Document Control (10+ years)
- Purchasing (8 years)
- Procurement (9 years)
- Budgeting (10+ years)
- Marketing (10+ years)
- Troubleshooting (10+ years)
- Microsoft Office (10+ years)
- Microsoft Word (10+ years)
- Microsoft Outlook (10+ years)
- Shipping & Receiving (10+ years)
- Shipping (10+ years)
- Freight Experience (4 years) (8 years)
- Customer Service (2 years)
- Problem Resolution (10+ years)
- Client Relations (4 years) (10+ years)
- Oracle (10+ years)
- JD Edwards (10+ years)
- Management Reporting (10+ years)
- Logistics (10+ years)
- Typing (10+ years)
- Shipping And Receiving (10+ years)
- Receptionist (10+ years)
- Data Entry (10+ years)
- Microsoft Excel (10+ years)
- Outlook (10+ years)
- Accounts Payable (2 years)

- Order Fulfillment (10+ years)
- Citrix (10+ years)
- Accounts Receivable (8 years)
- General Ledger Accounting (5 years)
- Process Improvement (10+ years)
- Management Experience (1 year)
- Microsoft Office (10+ years)
- JD Edwards (8 years)
- Citrix (8 years)
- UPS (10+ years)
- Inventory Management (7 years)
- Outlook (10+ years)
- Outlook Calendar (10+ years)

Document Management (8 years)
Document Control (8 years)
Purchasing (8 years)
Procurement (8 years)
Excel (10+ years)
Account Reconciliation (6 years)
Logistics Management (5 years)
Citrix (10+ years)
Vendor Relationships (8 years)
Vendor Relations (10+ years)
Adobe Acrobat (10+ years)
MRP (8 years)
Inventory Management (8 years)
ERP Systems (10 years) JD Edwards
Supply Chain
Accounting
Microsoft Office
Pricing
Technical Writing
User Interface (UI)
Forecasting
Technical Writing
Windows OS (10+ years)
Mac OS (10+ years)
ERP Systems (10+ years)
SAP
Negotiation
Inventory Control (10+ years)
Inventory Management (8 years)
Data Management (8 years)
Sales Support (10+ years)
Management Experience (2 years)

- Product Management
- Order Fulfillment

Links

<https://www.linkedin.com/in/zach-rothman-529bb411b>