

Jay Schilling

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Professional Summary

Dependable manager bringing experience and a willingness to take on added responsibility to meet tight deadlines. Enthusiastic team player with a strong work ethic and advanced, complex problem-solving skills. Demonstrated ability to work independently and in team settings. Self-motivated to complete tasks in a timely and efficient manner. Proven ability to learn new skills, equipment, tools and techniques as required for any task.

Skills

- Familiar with multiple software and ERP systems including: Jira Software-PR requests, ION-First Resonance, MaintainX
- Logistics & Freight Coordination: Full dry van, hotshot, LTL, parcel, and international shipping
- Carrier & Vendor Management: Experience with TQL Logistics, Blue Grace, KCH Trucking, Estes Express, UPS, FedEx, DHL

Work History

Scythe Robotics Inc.- Longmont, Co. 80501

(Sept, 2022-March, 2025)

Buyer/Purchaser

- Coordinated daily orders for hardware and fasteners
- Placed orders for electrical and mechanical engineering teams
- Planned and attended weekly meetings with vendors to establish delivery timelines
- Submitted all purchase order requests into Jira by the warehouse teams (daily)
- Coordinated hotshot shipments of mowers from the warehouses to customers or transfer mowers to different locations
- Worked directly with the shipping companies to coordinate the best service and cost for full dry van shipments from Longmont to locations in Florida and Texas
- Organized smaller shipments- Ltl, parcel, and international (DHL)

Procurement & Inventory Specialist-

Capella Space corp.- Louisville, CO

(April, 2017 – June, 2022)

- Responsible for all satellite components ordered and received for the Colorado office
- Responsible for materials reconciliation/inspection- scanned and placed into inventory utilizing RF Smart scanner, later transitioned into Net Suite
- Worked directly with all engineers on purchase orders
- Used Solid Works drawings (material, threads, quantities, part #'s, etc.) for purchasing
- Worked directly with machine shops for all hardware fabrication
- Placed all credit card orders and direct PO for the Colorado office
- Responsible for checking Jira software daily for PR requests from employees for credit card purchases
- Created monthly Expensify reports for all credit card purchases, department, cost, purchase and due dates, etc.

Additional Duties:

Technician

(2017-2020)

- I also assisted the technicians in the build of the Denali and Whitney spacecrafts for the first 2 years including supporting build team using epoxies, hardware, tooling, clean tents for assemblies

Office Manager

(2017-2020)

- Was responsible for purchasing and setting up all necessities for new Colorado office in Boulder
- Moved office from Boulder to Louisville in 2020
- Took care of day-to-day needs of the Colorado office including all shipping from the Boulder/Louisville locations, packaging and LTL shipments.

Shipping Manager

(June, 2008 – April, 2017)

Mountain Ocean Ltd – Boulder, CO

- Manage all LTL shipments into and from Boulder facility including both shipping and receiving in
- independently owned company
- Responsible for all inventory control and months end reconciliation
- Responsible for purchasing of all raw and production materials
- Created and managed all customer accounts and billing within Denali software system
- Created purchase orders and invoicing for all customer accounts
- Managed day-to-day operations of accounts receivable
- Managed customer wholesale and distributor accounts
- Worked directly with freight and logistics companies to evaluate cost analysis

Test Technician- R & D Technician-Deployable Group-

(March, 2006 – June, 2008)

Starsys Research – Boulder, CO

- Spacecraft test technician responsible for performing environmental testing, including Thermal and
- Thermal vacuum
- Obtained training in various operational procedures including P5013 (Torque) and P10001
- Contamination Control
- Experience in P10002 (ESD) environments
- Responsible for flight and development builds

Assistant Manager-

(January, 1998 – March, 2006)

Ready, Willing and Able Screen Printing – Boulder, CO

- Managed all daily business
- Created designs using clipart, Adobe Illustrated, or Photo Deluxe
- Collaborated with customers to create original artwork for consumer production
- Responsible for collecting payments and taking deposits to the bank
- Transfer designs using photo software.
- Preparation and production of silk-screened fabrication

Education:

Front Range Community College - Boulder, CO- 1996

High School Diploma: Lyons Jr. Sr. High School - Lyons, CO- 1993

References:

Shane Stamm-
Director at Capella Space Corp.
Cell- 303-886-7306

Dean Diamond-
Manager- Procurement team (Scythe Robotics Inc.)
Cell- 720-949-5572

Jessica Maxwell-
People Ops Manager- (Scythe Robotics Inc.)
Cell- 303-997-1551

Professional Summary

Results-driven procurement and inventory specialist with extensive experience in purchasing, supply chain management, and logistics. Proven ability to optimize procurement processes, manage inventory efficiently, and collaborate with cross-functional teams to meet organizational goals. Adept at working in fast-paced environments, problem-solving, and implementing cost-effective solutions. Strong technical proficiency with ERP systems and project management tools.

Skills & Expertise

- Procurement & Vendor Management
- Inventory Control & Materials Reconciliation
- Supply Chain & Logistics Coordination
- ERP Systems & Software: Jira, ION-First Resonance, MaintainX, RF Smart Scanner, NetSuite
- Technical Proficiency: SolidWorks, Expensify
- Shipping & Receiving (LTL, Parcel, International)
- Financial Reporting & Cost Analysis
- Office & Operations Management

Work Experience

Buyer/Purchaser

Scythe Robotics Inc.

- Managed daily procurement of hardware and fasteners.
- Coordinated purchase orders for engineering teams (Electrical & Mechanical).
- Led weekly vendor meetings to track delivery timelines and performance.
- Processed purchase order requests via Jira for warehouse teams.
- Organized hotshot and full dry van shipments, optimizing logistics for cost-effectiveness.
- Managed LTL, parcel, and international shipments, including DHL transactions.

Procurement & Inventory Specialist

Capella Space Corp., Louisville, CO (April 2017 – June 2022)

- Oversaw procurement and inventory of satellite components for the Colorado office.
- Conducted materials reconciliation, inspection, and inventory tracking using RF Smart Scanner and NetSuite.
- Collaborated with engineers to process purchase orders using SolidWorks drawings.
- Partnered with machine shops for hardware fabrication.
- Managed credit card purchases and PR requests via Jira, generating monthly reports in Expensify.

Additional Roles:

- *Technician (2017-2020)*: Assisted in the build of Denali and Whitney spacecrafts, including epoxy applications, hardware assembly, tooling, and clean tent operations.
- *Office Manager (2017-2020)*: Established and managed office setup, operations, and shipping logistics for Colorado locations in Boulder and Louisville.

Shipping Manager

Mountain Ocean Ltd, Boulder, CO (June 2008 – April 2017)

- Oversaw LTL shipments, shipping/receiving, and inventory control.
- Managed procurement of raw and production materials.
- Processed customer accounts, purchase orders, and invoicing through Denali software.
- Conducted cost analysis with freight and logistics companies.

Test Technician - R&D Technician (Deployable Group)

Starsys Research, Boulder, CO (March 2006 – June 2008)

- Conducted spacecraft environmental testing (thermal and thermal vacuum).
- Trained in torque procedures (P5013), contamination control (P10001), and ESD environments (P10002).
- Assisted in flight and development builds.

Assistant Manager

Ready, Willing, and Able Screen Printing, Boulder, CO (January 1998 – March 2006)

- Managed daily business operations and customer interactions.
- Designed and transferred artwork using Adobe Illustrator and Photo Deluxe.
- Oversaw silk-screen fabrication and production processes.
- Handled financial transactions, customer payments, and banking activities