

Jake Zickler

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Work Experience

Purchasing & Inventory Specialist

Elite Roofing Supply - Denver, CO

March 2023 to September 2023

- Run daily forecasting and inventory reports.
- Utilize SAP for all the (Direct and Indirect) procurement and create purchase orders based on branch needs from forecasting.
- Place orders as needed for inventory, stocking, sales orders, and special orders.
- Reconcile all invoices that have a variance. Saved over \$200K in inventory and purchasing dept
- Investigate negative inventory numerical quantities and dollar amounts.
- Receive all materials with accurate pricing and quantities, investigate variances.
- Calculate truck weights based on quantities as well as item weights.
- Perform a physical check on all orders, including those related to indirect procurement, before they get loaded for delivery using SAP and Salesforce.
- Organize all branch material transfers to ensure all branches have necessary items.
- Source all material for projects solving lead time and supply chain issues.
- Fix all backorders on sales orders then bill customers for accurate quantity orders.
- Perform a physical check all orders before they get loaded for delivery.

Accounts Payable & Purchasing Manager

NPW contracting - Denver, CO

February 2022 to December 2022

- Enter and reconcile all invoices, including those related to indirect procurement, utilizing Salesforce and QuickBooks
- Implement Salesforce for procurement reconciliation, ensuring accurate accounting for variances
- Process monthly payments for all bills, calculating state, county, and sales tax rates for each purchase
- Negotiate pricing agreements with vendors and request quotes to ensure consistency with invoices
- Utilize Bluebeam to create PDF invoices with notations for accurate record-keeping
- Manage accounts payable for the corporate office, reconciling statements, and resolving discrepancies with division accounting teams
- Conduct audits of payables for accuracy and maintain regular communication with vendors
- Process employee reimbursements and maintain vendor employee payable files
- Process 500-1000 checks per week, utilizing check stock and Salesforce for efficient payment processing
- Train division and corporate accounts payable staff, developing the QuickBooks accounts payable training manual
- Process company-wide customer refunds and facilitate weekly ACH payments
- Prepare budgets for the division accounts payable staff in preparation for the weekly check run.

Logistics Director/ Procurement Manager

Portland Braces - Portland, OR

June 2018 to February 2022

- Confident, articulate, and professionally adept with strong speaking abilities.
 - Achieved savings exceeding \$40k in the first year of this role.
 - Utilize SAP for all the (Direct and Indirect) procurement and create purchase orders based on branch needs from forecasting.
 - Saved several hundred dollars in negotiation for multiple category procurement – Wipes, Travel, Marketing (Digital advertising), Daily utilities, Consumer goods.
 - Ensured timely receipt of all goods and deliveries.
 - Successfully managed and led a team of 5-8 procurement employees.
 - Established and maintained connections with couriers to track and manage supplies.
- Implemented inventory control for the entire office using analytics, incorporating Salesforce and SAP.
- Maintained a comprehensive log of all supply chain goods and conducted indirect procurement processes.
 - Oversaw and efficiently ran operations in four different departments.
 - Cultivated genuine and robust relationships with all vendors and representatives.
 - Leveraged strong negotiation skills to secure the best products at optimal prices.

Dental Assistant

North Portland Dental Care - Portland, OR

March 2018 to June 2018

- Effectively assist the doctor with restorative procedures
- Correctly take detailed impressions to make temporary crowns and bridges
- Pour up models after impressions to be sent to the lab
- Sterilized all hand instruments and all treatment rooms after each procedure
- Accurate restorative and periodontal dental charting as diagnosed by the doctor
- Use of dexis to upload X-rays and dentrix software to upload patient files and charts
- Order new materials that are needed
- Kept an updated spreadsheet of lab cases sent and received

Education

Villanova University - Villanova, PA

May 2021

Certificate

Carrington College - Portland, OR

February 2018

Skills

- Bluebeam
- Procurement Management
- Procurement
- Forecasting

- Account Reconciliation
- Purchasing
- Negotiation
- Analytics
- Salesforce
- Team Management
- Microsoft Project
- Accounts Payable
- Supply Chain
- Pricing
- ACH
- Office Management

Certifications and Licenses

AED Certification

CPR Certification

BLS Certification