

Jodi Gergosky

Eaton, CO 80615

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Authorized to work in the US for any employer

Work Experience

Project Coordinator

Mears Group - Loveland, CO

June 2021 to Present

- Review and enter daily timesheets in Streamlink
- Create and manage purchase orders
- Resolve invoice discrepancies
- Maintain program employee roster
- Prepare weekly reports for project reviews
- Create and submit weekly invoices to clients

Billing Specialist

Wood Group - Loveland, CO

December 2019 to May 2021

- Review and verify accuracy of timesheets and third party invoices
- Prepare and utilize spreadsheets to compile invoice data
- Create invoices based on client invoicing requirements
- Electronic submission of client invoices via various e-billing websites
- Review Purchase Orders for accurate coding
- Solved problems associated with clients regarding invoices and payments

Purchasing and Production Coordinator

John Ewing Company

May 2009 to November 2019

- Accounts Payable – code, enter and pay invoices using DEAR/XERO accounting software
- Accounts Receivable – apply checks and credit card payments to customer accounts
- Negotiate pricing and purchase raw materials and supplies
- Match PO's to invoices
- Negotiate freight pricing
- Answer incoming phone calls
- Process customer orders using DEAR accounting software
- Resolve customer complaints
- Create and print product labels
- Sort incoming mail
- Resolve minor IT issues

Purchasing Clerk

Heart and Vascular Clinic of Northern Colorado

2007 to 2008

- Purchase medical and office supplies for five locations
- Maintain purchasing records
- Code invoices based on locations and departments
- Work with suppliers to return unused and damaged products
- Research products to find cost savings
- Create inventory listing of medical and office equipment

Operations Specialist

Arrow Electronics, Inc

2005 to 2006

- Identify and negotiate the return of slow moving inventory and discontinued product, working within the guidelines of each supplier's contract
- Generate and update spreadsheets based on information from various Arrow personnel
- Communicate with various Arrow personnel to facilitate the return of products
- Coordinate the return of defective products to supplier

Purchasing Coordinator

Rocky Flats Environmental Technology Site - Golden, CO

January 2000 to May 2005

- Work with Maintenance Coordinators to purchase required parts and supplies.
- Process work orders
- Credit Card Reconciliation

Education

Associates in Occupational Therapy Assistant

Denver Technical College - Denver, CO

1999

Skills

- Procurement
- Order Entry
- Sales
- Microsoft Excel
- Purchasing
- Vendor Management
- Accounting Software
- Accounts Payable
- Accounting
- Accounts Receivable
- Pricing
- Account Reconciliation

Additional Information

Skills

- Accounts Payable ● Accounts Receivable
- Purchasing ● Customer Relations
- Label Printing ● Proficient with Microsoft Office Products
- Vendor Management ● Regulatory compliance