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Objective

To join an organization where I can leverage my problem solving skills and analytical abilities, be continually challenged, collaborate with peers, and contribute to company growth and success.

Work Experience

Therabis LLC and Aceso LLC – Denver, CO 2019-Current
Purchasing/Operations

- Work as an integral part of a start-up company in the rapidly emerging field of CBD and Broad Spectrum Hemp Extract supplements
- Plan product production schedules based on sales forecast provided by upper management, taking into account current product inventory and production timelines
- Responsible for maintenance and valuation of an accurate monthly inventory, including physically counting product and raw materials at the warehouse as well as receiving inventory counts from co-packers/toll providers
- Manage production staff and coordinate raw material purchases to ensure product deadlines are met ensuring product availability and minimal staff downtime
- Support executive team with the rollout of new products (CBD Fizzy Tabs, CBD Balm, Transdermal Patches, Therabis Vet Line) by sourcing key ingredients, commissioning and approving artwork for packaging, and outsourcing product production if necessary
- Create warehouse SOPs in accordance with company policy and lead staff education
- Assist executive team with any projects necessary, as part of working for a start-up in an emerging field includes wearing many hats and being extremely flexible

Marriott DTC – Denver, CO 2017-2019
Purchasing Manager

- Created order guides and vendor reference materials, placed orders for items needed and tracked lead times and event deadlines
- Established pars and inventory control policies, provided advice to management on best procurement practices and identified and developed new sourcing opportunities
- Lead relationships with key vendors, maintaining required brand and purchasing compliance while negotiating for the lowest possible price
- Maintained a fluid budget using Microsoft Excel, tracking and logging incoming invoices to ensure all projected financial targets are met or exceeded
- Communicated with hotel outlets (restaurant, coffee shop, market, banquets, MClub Lounge) and Food and Beverage Management, attended daily banquet event meetings, and maintained an up to date banquet event schedule in order to ensure required products are available
- Managed a team responsible for upholding the organization of the coolers and food storage areas which includes putting away large food orders, utilizing proper product rotation, all while maintaining an up to date HACCP Log
- Awarded 2018 Associate of the Year and June 2018 Associate of the Month

Sysco Foodservices of Denver – Denver, CO 2014-2017
Marketing Associate

- Profitably increased sales territory from \$20,000 to \$75,000 per week while maintaining high customer retention

- Manage over 30 restaurant accounts with extremely diverse needs and issues, with a strong focus on building customer relationships and becoming their most trusted business partner
- Consistently worked on several concurrent projects of varying priority, helped with proficient use of Outlook and Salesforce with an emphasis on effective time management and organization
- Experienced buying and selling on trend in a market in order to maximize profitability, suggested alternative products and ideas based on current market pricing
- Gained vast experience and knowledge in the art of negotiation, persuasion, active listening, patience and critical thinking as related to sales and account management
- Learned to be very flexible, creative, and persistent with problem solving, and how to anticipate issues before they arise by paying attention to detail and intimately knowing customer needs
- Successfully coordinated with other Sysco employees across a vast corporate network to increase sales and customer satisfaction by utilizing provided business resources and product experts

American Cancer Society's Hope Lodge – Rochester, NY

2011-2014

Weekend Manager

- Created Emergency Evacuation Plan which included emergency procedures (choking, fire, deceased guest etc.) as well as a pictorial catalogue of all emergency equipment in the building
- Coordinated volunteers, which included the delegation of work, creation of reference resources for lodge procedures, and time management to ensure effective use of volunteers on hand
- Responsible for record keeping and guest reservations, including checking guests in and out, finding them appropriate lodging, logging volunteer hours and donations, and completion of month-end corporate reports which were sent to the national office for review
- Sole employee on weekends responsible for all operations of the Lodge
- Proficient on many computer programs, including Epitome, Microsoft Excel, and Lotus Notes
- Customer service intensive, required to deal with extremely ill patients and their families on a regular basis

Education

SUNY Albany – Bachelor of Science in Biology

2009-2011

- Dean's List with 3.8 GPA

2010-2011

Albany College of Pharmacy

2006-2008

- Dean's List

2006

Pittsford Sutherland High School

2006

- Graduated with Regents Diploma with advanced distinction

Volunteer Work

Over 200 hours of volunteer work at the American Cancer Society's Hope Lodge 2010-2011

Over 500 hours of volunteer work at USA Karate assisting new students 2002-2005

References Available Upon Request