

Stephanie Just

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Professional Summary

Organized and detail-oriented aspiring Bookkeeping and Accounting Specialist with 2 years of experience in AP/AR, invoice generation, and inventory management across pharmacy and production environments. Skilled in QuickBooks-style systems (Acumatica ERP) with hands-on training in QuickBooks Desktop. Strong background in spreadsheet reporting, cross-functional coordination, and financial documentation. Known for clear communication, accuracy, and a team-first mindset.

- QuickBooks Desktop Training (in progress) - Self-paced coursework and hands-on practice with invoicing, payroll, and AP/AR workflows.
- APICS CPIM - ASM Certification (in progress) - Focus on inventory planning and process optimization.

Willing to relocate to: Boulder, CO - Longmont, CO - Westminster, CO

Work Experience

Inventory & Procurement Specialist

Belmar Pharmacy-Golden, CO

September 2024 to Present

- Monitored inventory of commercial and warehouse materials; adjusted levels based on order volume.
- Created purchase orders and processed requisitions using Acumatica ERP (similar to QuickBooks).
- Led cycle counts and audits to reconcile discrepancies and ensure financial accuracy.
- Communicated with vendors and internal departments for timely supply chain coordination.
- Trained new hires on ERP usage and inventory best practices.

Procurement Specialist

Green Mountain Pharmaceuticals-Lakewood, CO

November 2023 to March 2025

- Managed end-to-end purchasing process of raw materials; negotiated vendor pricing and terms.
- Maintained procurement records; reconciled PO data with invoice statements.
- Aligned inventory purchasing with sales trends to avoid over/understocking.
- Assisted with vendor payment workflows and documentation.

Study Fulfillment Technician

Belmar Pharmacy-Golden, CO

August 2021 to September 2024

- Managed order fulfillment for clinical trial shipments across 15+ national studies.
- Maintained Excel-based master tracking of inventory, patient details, and shipping logs.
- Prepared monthly and quarterly billing invoices for research institutions.
- Authored and edited Standard Operating Procedures.

Fulfillment Technician

Belmar Pharmacy-Golden, CO

March 2021 to August 2021

- Shipped prescription orders with full verification and document accuracy.
- Ensured compliance with HIPAA and pharmacy fulfillment procedures.

Inventory Control Specialist

Education

High School Diploma

Shadow Ridge High School-Las Vegas, NV

Skills

- QuickBooks Desktop (training)
- Accounts Payable & Receivable
- Cross-Functional Communication
- Inventory & Materials Tracking
- Billing Support
- ERP Systems (Acumatica)
- Microsoft Excel & Google Sheets
- SOP Development & Compliance
- Basic math
- Phone etiquette
- Customer service (4 years)
- Communication skills (2 years)
- Administrative experience - Administrative experience (1-2 years) (4 years)
- Organizational skills (4 years)
- Filing
- QuickBooks (Less than 1 year)
- Order fulfillment
- Correspondence management
- Microsoft Office (4 years)
- Sourcing
- ERP systems
- Procurement specialist experience
- Bulk purchasing
- Excel data analysis
- Procurement
- Purchasing

- Buyer experience
- Healthcare purchasing
- Price negotiation
- Productivity software
- Strategic planning
- Vendor relationship management
- Strategic sourcing strategies developed (1-2 strategies)
- Managing global supplier networks - Largest global supplier network managed (1-10 suppliers)
- Largest global supplier network managed (1-10 suppliers)
- Experience in a sourcing or procurement role (1-2 years)
- Largest inventory management system optimized (1-1,000 items)
- Optimizing inventory management system - Largest inventory management system optimized (1-1,000 items)
- Practicing in a sourcing or procurement role - Experience in a sourcing or procurement role (1-2 years)
- Developing strategic sourcing strategies - Strategic sourcing strategies developed (1-2 strategies)
- Request for proposal
- Procurement category management
- Request for quote
- Volume negotiation
- Procurement financial analysis
- Procurement contract negotiation
- Power BI
- E-procurement systems
- Microsoft Excel (4 years)
- Variance analysis
- Demand planning
- Procurement risk management
- Total cost analysis
- Strategic sourcing
- Procurement performance tracking
- Supplier management
- Cost analysis
- Cycle counting inventory management
- MRP
- FIFO
- Cost savings calculation
- Financial forecasting
- Budgeting
- Multi-sourcing
- Local sourcing

- Supply chain management
- Inventory control
- Vendor negotiation
- Teamwork
- General ledger reconciliation (Less than 1 year)
- Account reconciliation (Less than 1 year)
- Debits & credits
- General ledger accounting
- Administrative experience (1-2 years)
- Administrative experience within healthcare
- Pivot tables (Less than 1 year)
- Providing product information
- Order assistance
- Slack
- SharePoint
- Photocopying
- Scanning
- Phone answering
- Cash handling
- DocuSign
- AI
- Customer support
- Office management
- QuickBooks Online
- Data entry
- Windows
- Spot checks for inventory management
- Reorder point management
- Physical inventory counts for inventory management
- Inventory planning
- Interpersonal skills
- Critical thinking
- Analytical thinking
- Accounting software
- Google Sheets
- Inventory management
- Prescription labeling
- Pharmacy inventory replenishment
- Ordering medications
- Vendor management

- Supply chain
- Supply chain analyst experience
- Supply chain optimization
- Vendor contract management
- Forecasting
- Manufacturing
- Negotiation
- Word processing
- Attention to detail
- Collaboration
- Problem solving
- Materials handling
- Materials management
- Logistics
- CGMP
- FDA regulations
- Math
- Warehouse experience
- Packaging
- Google Docs
- Clerical experience
- Front desk
- Office experience
- Microsoft Outlook Calendar
- Writing skills
- Computer literacy
- Shipping & receiving
- Typing
- Microsoft Powerpoint (3 years)
- Clinical research (2 years)
- Clinical trials (2 years)
- Analysis skills (3 years)
- Research (2 years)
- Time management (6 years)
- Microsoft Word (6 years)
- Computer skills (6 years)

Languages

- English

Certifications and Licenses

CPIM

Pharmacy Technician Certification

PTCB Certification

Pharmacy Technician License

Driver's License