

Zachary Pochkowski

Purchasing and Logistics

Loveland, CO 80537

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Authorized to work in the US for any employer

Work Experience

Purchasing Manager

Schlosser Signs, Inc - Loveland, CO

July 2022 to Present

- Responsible for issuing all orders and requisitions in the sign fabrication and construction industry
- Acted jointly with project management team to schedule and fulfill purchase orders
- Coordinated with subcontractors and vendors to provide services and materials
- Issued and tracked purchase orders, as well as provided material organization for all concurrent projects
- Implemented new methods to enhance internal organization processes
- Receiving and assistance with Accounts Payable

Purchaser/Buyer

SuperVac Manufacturing Co. - Fort Collins, CO

December 2021 to July 2022

- Coordination with assembly, fabrication, and foundry teams to ensure weekly production goals are met.
- Worked with internal R&D engineers to understand new parts and seek out manufacturers that meet quality parameters.
- Maintained flexible purchasing schedules based upon changing production needs.
- Corresponded with vendors to procure necessary materials and parts.
- Supply chain management and inventory organization.
- Use of ERP (Syteline).

Inventory Control and Logistics Specialist

Ruvati USA - Round Rock, TX

August 2020 to November 2021

- Maintained inventory accuracy from incoming and outgoing order shipments using SKU Vault, daily inventory counts.
- Created new inventory system and planned warehouse reorganization with management team to better optimize order fulfillment.
- Quality inspection of refurbished products
- Responsible for daily organization of incoming product, and product sorting.
- Responsible for signing and documenting bills of lading.
- Safety inspection of forklifts and other heavy equipment prior to each shift in accordance with OSHA guidelines.

Manager

Murphy-Adams - Austin, TX

February 2018 to July 2020

- Managed day-to-day restaurant operations.
- Staff management, scheduling, and recruitment
- Inventory control, Ordering food products as needed.
- Maintain records of inventory orders and customer cash payments to ensure accuracy with generated reports.
- Responsible for upholding company standards of quality and ensuring the store location meets financial goals.

Inbound Logistics Supervisor

Costa Solutions - San Marcos, TX

January 2017 to February 2018

- Supervision and coordination of 40+ employees in overnight logistics operations.
- Data Collection/Entry.
- Inventory and Order management, use of Excel.
- Quality Inspection of all off-loaded products from delivery vehicles.
- Maintained reports to ensure 100% accuracy of all orders.
- Payment Processing and Customer Service,
- Inspection of all heavy equipment prior to shift.
- Responsible for making sure employees follow both company and OSHA safety guidelines.

Education

H.S. Diploma

Round Rock High School - Round Rock, TX

June 2015

Skills

- Operating Systems
- Microsoft Windows
- Technical Support
- Desktop Support
- Google Suite
- Microsoft Office (6 years)
- Inventory management (3 years)
- Order Fulfillment
- Purchasing
- MRP
- SyteLine
- Supply Chain
- Order Management System

- ERP Systems
- Manufacturing
- Order Entry
- Sourcing
- Procurement management
- Procurement
- Negotiation

Languages

- German - Intermediate
- Spanish - Intermediate

Certifications and Licenses

Certified Forklift Operator

August 2022 to August 2024