

# Jordan Pecora

## Purchasing Representative - Wesco Integrated Supply

Rockville Centre, NY

jordan.pecora@gmail.com - 516-418-9072

Reliable, productive and honest team player with a proven track record of successful cost savings and implementation of accounting policies and procedures. I am a creative hands-on individual with excellent interpersonal skills. I am equally comfortable in large corporate environments and smaller entrepreneurial situations. I maintain a strong purchasing and accounting background.

### HIGHLIGHTS

Wesco Integrated Supply

Used purchasing power to improve from a negative savings to meet the required amount of savings by the contract. Implemented programs to improve contract specified savings.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Purchasing Representative

Wesco Integrated Supply - Port Washington, NY - December 2013 to Present

Improved customer savings by 8% from accessing new suppliers

- \* Negotiate with suppliers to obtain optimal pricing and delivery to customers
- \* Process orders and send out requests for quotes to vendors for various customers
- \* Create credit cards in PNC to process credit card orders
- \* Resolve supplier accounts payable invoice questions and issues
- \* Implement opening of a new customer site

Accountemps - Uniondale, NY - October 2013 to December 2013

tax certifications to ensure that they were current

- \* Linked all proper documentation to new accounts using the Prophet 21 system
- \* Opened new accounts for check paying customers in the United States and Canada

Accountemps - Uniondale, NY - July 2013 to September 2013

SCO Family of Services-Accounts Payable

- \* Reconciled statements from vendors and collaborated with other departments

#### Autoexpo-Sales Tax Auditor

Accountemps - Uniondale, NY - April 2013 to May 2013

Reviewed bills of sale to ensure sales tax was accurate

- \* Reconciled monthly bank deposits and credit card receipts

#### Best Yet-Office Assistant

Accountemps - Uniondale, NY - October 2012 to October 2012

Sorted vender invoices, performed data entry and printed checks using AccPac system

#### Internal Auditor

Forster & Garbus LLP - Farmingdale, NY - March 2012 to May 2012

Created and updated company policies and procedures

\* Helped organize the department for the first internal audit and maintained audit records

**Account Manager (Temporary Assignment)**

The Northwest Company - Roslyn, NY - June 2010 to September 2010

Generated daily open order reports utilizing AccPac for Vice President of the company

\* Handled international accounts via email

**Equipment Manager**

Sacred Heart University - Fairfield, CT - September 2004 to May 2008

Processed purchase requisitions of uniforms, sports drinks and various other supplies

\* Answered phones, updated equipment database and performed data entry

**EDUCATION**

**Master of Business Administration in Corporate Finance**

Dowling College

May 2015

**Bachelor of Business Administration in Marketing**

Briarcliffe College

2013

**Diploma in Accounting**

Hunter Business School

2010

**ADDITIONAL INFORMATION**

**AREAS OF EXPERTISE**

Team Leadership Negotiation Strategies Purchasing Gross Margin Improvement

**COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks, AccPac, Prophet 21 and AS400