

# ZACH REESE

Lodi, CA 209-770-3258, z.reese21@outlook.com

## PROFESSIONAL SUMMARY

- Skilled in research, data collection, analysis and evaluation, report writing, and data presentation.
- Understands abstract concepts.
- Able to communicate verbally and in writing to a range of audiences.
- Demonstrated leadership in creative planning, organization, execution, and problem-solving.
- Contributes enthusiastically with a team to achieve goals, open to divergent ideas.
- Dependably self-motivated to excellence, and self-reliant when working independently.
- Project assistant experience in the wine industry, tech industry, and state government.
- Human Resources experience in the wine industry and tech industry

## CERTIFICATIONS

CompTIA A+

aPHR - Associate Professional in Human Resources



## SKILLS

- |                    |                       |                           |
|--------------------|-----------------------|---------------------------|
| • Google Suite     | • Microsoft Office    | • ServiceNow              |
| • Issue resolution | • SOP development     | • Technical documentation |
| • Customer Service | • Database management | • System troubleshooting  |

## EDUCATION

**B.A. in Social Sciences**

December 2011

**Sonoma State University, Rohnert Park, CA**

Experience in cultural geography, biogeography, sociology, business, and global studies.

Solid foundation of broad theoretical knowledge, communication strategies, research skills, and technology.

Published researcher in "Society and Cultural Undergraduate Research Forum," Volume 3, Spring 2011.

## EXPERIENCE

**Acquisition Analyst**

October 2019 - Current

**California Department of General Services | West Sacramento, CA**

- Ensure contract solicitations and all supporting documentation are initiated and processed in accordance with all contracting rules and requirements and to ensure legal accuracy through evaluation, interpretation, and application of the relevant government codes, regulations, and policies using various databases.
- Execute the procurement of materials, supplies, and services needed for the divisions within the department in accordance with the state purchasing policies, procedures, and guidelines using state financial software programs and other purchasing/tracking software.
- Research and review current laws, policies procedures, Executive Orders, Administrative Orders, and Procurement Bulletins and analyze how these changes will impact the office and provide findings to upper management.
- Serve on different teams to be cross trained on the procurement process, procedures, and technical issues to ensure all acquisition analysts are in compliance with all state purchasing policies.

#### **Support Technician/Purchaser/Sales and Marketing**

June 2018 - August 2019

##### **Merino Computer Concepts | Lodi, CA**

- Ensured end users received quotes for new hardware, software, and renewals with correct configurations promptly.
- Identified current hardware and software and the direct upgrades and replacements. Gathered system specs and requirements and ran reports on client environments.
- Assisted in creation of knowledgebases and general operational procedures to ensure fluidity from quoting to installation.
- Managed marketing needs and pursued new client acquisition by coordinating and participating in nationwide conference exhibiting.
- Extensive experience with Autotask, Microsoft Suite, Sharepoint, N-Able, Connectwise, and QuickBooks.
- Professional customer service experience with clients, potential clients, distributors, and resellers.
- Project assistant from conception to completion.
- Some AR/AP/Accounting experience.
- Human Resources experience assisting the HR representative with special projects.

#### **Cellar Lead/Cellar Master/Assistant Winemaker**

March 2016 - June 2018

##### **Bokisch Vineyards | Lodi, CA**

- Created work orders and ensured high quality standards in execution of work orders.
- Managed and trained cellar staff and harvest interns.
- Managed bulk wine program.
- Winery safety coordinator--led successful efforts to improve safety and efficiency in the cellar.
- Human Resources experience including developing employee handbook, onboarding, and training.
- Represented Bokisch Vineyards at numerous industry events.

#### **Tasting Room/Cellar Associate**

March 2015 - February 2016

##### **Twisted Oak Winery | Murphys, CA**

- Poured wine and educated guests about wine, the winery, and region.
- Maintained accurate inventory of tasting room wine.
- Promoted events, concerts, and wine club.
- Up-sold wine, merchandise, and club memberships.

**Wine Technician**

April 2014 - December 2014

**E&J Gallo-Courtside Cellars | San Miguel, CA**

- Performed all general wine production operations.
- Supervised crew for harvest additions, inoculations, and wine movements.

**Wine Club Administrator & Direct-to-Consumer Sales**

December 2012 - March 2014

**Kautz Ironstone Vineyards | Murphys, CA**

- Organized and managed a 1000 member wine club, executing all club operations and sales.
- Generated 30% over monthly DTC sales goals; increased monthly DTC sales by 150% to 200%
- Managed online marketing campaigns for wine sales.
- Human Resources responsibilities included onboarding, training, recruitment, and procedural implementation.