

Nathan Peet

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EDUCATION

Portland State University

Expected Graduation Mar. 2021

Bachelor of Arts in Supply & Logistics Management

- GPA 3.85, President's List
- Business Honors Track
- Member, Dean's Student Circle
- Member, Financial Management Association
- Member, Tau Sigma Honor Society

Portland Community College

Graduated June 2018

Associate of Science

- GPA 3.85, President's List
- President, PCC Poker Society
- Member, Phi Theta Kappa Honor Society

WORK EXPERIENCE

Graphic Products

Oct. 2019 – Present

Accounts Receivable Clerk

- Oversee portfolio of ~500 accounts from billing through to payment.
- Utilize Sage MAS 200 and Acumatica software to create and submit invoices to customers.
- Negotiate with account contacts on payments and resolve disputes.
- Prepare accurate monthly billing adjustments.
- Compile data and prepare monthly receivables reports and statements.

Graphic Products

June 2019 – Sept. 2019

Supply Chain Intern

- Aided the Controller in the organization of MRP module during ERP transition to Acumatica.
- Produced monthly sales forecasts, for 45 product lines, by use of Excel and SQL database queries.
- Ran weekly meetings and organize project deadlines for MRP project team.
- Produced process time studies to collect descriptive statistics on work center productive capacity.
- Created over 700 Bills of Materials for existing finished goods.

Portland State U. SBA Deans Office

Oct. 2018 – Present

SBA Honors Track Assistant

- Create and deliver the monthly Honors Track Newsletter delivered to over 70 students.
- Manage and track Honors program students through Microsoft Access database.
- Compile and present statistical information on the Honors Track to budget committee near end of fiscal year.
- Carry out special projects and administrative duties to directly support director of the Honors program.

VOLUNTEER EXPERIENCE

Institute of Management Accountants, Portland Chapter

Mar. 2019 – Nov. 2019

VP of Communications

- Manage the chapter's public relations communications through LinkedIn, Instagram, and Twitter.
- Create and deliver the monthly chapter newsletter delivered to over 800 professionals.
- Communicate the organization's mission/image to internal and external publics through chapter website, and social media platforms.

SKILLS

Technical

- Knowledgeable in Sage MAS 200 and Acumatica ERP software.
- Experienced in Tableau and Power BI business intelligence software.
- Proficient in SQL and Python programming languages.
- Highly proficient in Windows XP, 7, 10, Linux Ubuntu, and UNIX systems.

Language

- Highly proficient in spoken and written German.