Peter Molski

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Detail-oriented and analytical professional with experience ensuring data accuracy and resolving discrepancies within SAP-based operational processes (Ex-Apple WTC). Proven ability to investigate mismatches, identify root causes, and collaborate cross-functionally to drive resolution and maintain process integrity. Proficient in ERP systems (SAP) and skilled in applying analytical problem-solving to support accurate order and invoice management functions.

WORK EXPERIENCE

Site Supervisor (Contract) - Senbird Tea, Queens, NY   *11/2023 - 04/2024*

- Identified bottlenecks in daily e-commerce operations and redesigned workflows for production and fulfillment, coordinating across an 8-person team.
- Streamlined production processes, enabling the intern team to exceed quota by 7% through optimized resource allocation and elimination of manual inefficiencies.
- Monitored operational data related to order processing and inventory levels, proactively identifying and communicating potential issues impacting fulfillment accuracy.
- Supported accurate order fulfillment by implementing inventory control processes that improved data alignment between physical stock and system records, reducing potential billing errors.

Operations Specialist - Apple World Trade Center, New York, NY   *07/2017 - 08/2023*

- Ensured data integrity within SAP Retail by meticulously analyzing operational transactions and investigating discrepancies between system records, receiving data, and physical inventory counts.
- Documented and ensured adherence to standard operating procedures (SOPs) for data handling within SAP, promoting consistent and accurate processing across operational shifts.
- Communicated critical data discrepancies and status updates to internal stakeholders, facilitating timely resolution and accurate record-keeping essential for downstream processes like fulfillment and reconciliation.
- Led cross-functional projects (collaborating with Operations and Management) to reorganize stockroom layouts, improving inventory accessibility and reducing process time for staging and fulfillment.
- Investigated data mismatches within SAP, performing root cause analysis to identify drivers (e.g., quantity errors, incorrect processing) and collaborating with relevant teams (receiving, inventory control) to implement corrective actions and prevent recurrence.

SKILLS

- **Data Analysis & Discrepancy Resolution:** Discrepancy Investigation & Resolution, Root Cause Analysis, Data Reconciliation, 3-Way Match Concepts, Data Accuracy & Validation, Analytical Problem-Solving
- **Systems & Process Management:** SAP Retail (Proficient), ERP Systems Concepts, Process Adherence & Documentation (SOPs), Workflow Monitoring, MS Office Suite (Excel, Word, Outlook)
- **Communication & Collaboration:** Cross-Functional Communication & Collaboration, Internal Stakeholder Updates, Vendor Communication Support (frame as supporting vendor interactions), Team Collaboration
- **Order & Invoice Support:** Order Management Support (add this), Invoice Processing Support (add this), Payment Discrepancy Identification

EDUCATION

AI-Native Pilot Program - Pursuit (in progress)   *August 2025 (est)*
Completed projects focused on applying generative AI tools to automate business reporting and streamline data analysis tasks.
Bachelors of Arts in Japanese Language & Culture - CUNY Hunter   *Graduation Year - 2012*