

JESSICA CLAIRE

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CAREER SUMMARY

Versatile analyst, innovative demand & supply planner, and growth-minded leader with a proven track record in administering ERP systems, leveraging complex data to support all types of internal stakeholders, and driving continuous improvement for inventory management and other supply chain activities. Critical thinker and creative problem solver with reliable experience in building relationships with all personality types, collaborating with cross-functional teams, and elevating supplier performance. Inspired to apply team leadership and analytical skills toward impacting a growing company through a dynamic role.

SKILLS & CORE STRENGTHS

- Demand Planning
- Data Analytical Skills
- Database Administration
- Inventory Management
- Demand Supply & Forecasting
- Process Improvement
- Supplier Performance Management
- Production Planning
- Team Leadership
- Cross-functional Coordination

PROFESSIONAL EXPERIENCE

Database Specialist, 10/2019 - Current

Bae Systems – Hill Air Force Base, UT

- Administer multiple types of data including material masters (MM), unit of measure conversions, sales history, and price lists.
- Initiate several cost-saving and time-saving projects by eliminating database inefficiencies, streamlining processes/data, leading price negotiations with service providers, and automating 30+ reports.
- Deliver front-line point-of-sale tech support for 300+ employees in all areas of the company including receiving, sales, purchasing, operations, accounting, and more.
- Coach and mentor 1 direct report by organizing weekly 1-on-1 meetings, providing assistance on complex projects, and encouraging professional development opportunities.
- Integrated continuous improvement into inventory transaction work instructions by making them user-friendly and clarifying guides for cashier, quotes, customer orders, sales, receiving, transfers, and building POs via ERP.
- Produced \$2K in annual cost savings and 64 hours in monthly time savings by eliminating a 3rd party electronic date interchange (EDI) software, automating unit of measure conversions, unifying part numbers, and scheduling reports.
- Troubleshooted material masters for 3 major vendor profiles, leading to quicker mass price changes and more options for uploading features.
- Researched and implemented unused functions in the current system, including "cut" feature for inventory, BOGO feature to better organize discount items, and automatic markup.
- Facilitated the uptick in COVID home improvement projects by identifying strategies to manage inventory, overseeing a supplier, and preparing several reports for the government.
- Onboarded a new marketing position by delegating responsibilities from previous dual role of marketing, inventory, and database.

Group Leader: Planning, 02/2018 - 08/2019

Robert Bosch Automotive Steering – City, STATE

- Oversaw a network of 40-50 suppliers with ~100 components each by monitoring critical materials, developing short- and long-term recovery plans, leading escalation calls, and guiding a team of 4 material planners.
- Spearheaded inventory optimizations/accuracy for \$88M in materials by improving the WIP process for 3 different sectors, adjusting the production schedule/system for daily shipments, reducing machine downtime, and partnering with production departments/supplier to execute the projects.
- Showcased reliable leadership skills by supervising and providing technical support to a team of 8 procurement, production planning, and customer service associates.
- Contributed to monthly demand planning meetings by collaborating with executives from planning/production/purchasing, building 3-year resource plans, and creatively shifting resources to reduce overtime.
- Played a key role in designing global standardization for the pilot plant by creating value stream maps for all operational processes, implementing APO/POE SAP add-ons, and serving as an informational resource for department handbook/SOPs.
- Coordinated global allocation program by engaging with customers on priorities and leading tactical meetings during critical coverage times.
- Impacted several process improvements within the supply chain by designing a change management system for eliminating waste, serving as 2020 forecast plant lead for annual price negotiation, and influencing command center design concept.
- Operated as a multiple system key user (ERP) by monitoring forecast/demand planning platform, elevating customer service through SAP, and maintaining part numbers/material masters.

Procurement Planner 2, 11/2011 - 02/2018

Robert Bosch Automotive Steering – City, STATE

- Trained, mentored and supported 14 employees including new hires, interns, and existing employees.
- Championed productivity for the team by creating multiple Excel tools, developing planner templates, and creating a weather/supplier map.
- Monitored \$4M in inventory by coordinating inbound materials, communicating shortages to production team, expediting global shipments, and developing department targets.
- Ensured consistent delivery performance for 30 global suppliers by building strong relationships, maintaining confidentiality, and thriving in a high-pressure environment.

EDUCATION

Masters of Science: Management, 2013

Indiana University East - Richmond, IN

Bachelor of Science: Business Administration, 2010

Indiana University East - Richmond, IN