JESSICA CLAIRE

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Career Overview

SAP FI/CO Business Analyst with more than ten years of professional experience that is both technical and functional with outstanding problem solving, analysis and design skills. Diverse industry experience in automotive, banking, healthcare, insurance, manufacturing and government. Professional expertise includes business analysis, configuration, documentation, process mapping, project management, problem resolution, testing and user training .

Qualifications

- Working functional knowledge in multiple SAP modules including A/R, A/P. G/L, Finance, Assets, Project Systems, Warehouse Management, Sales and Distribution, Purchasing, Logistics, Materials Management and Treasury
- Configuration experience in multiple SAP modules
- User education and training

- ABAP and debugging techniques
- Microsoft Office Suite, including MS Project, VISIO
- Testing and defect tracking using HP QC
- SAP documentation tools - Infopak and Uperform
- Process mapping and analysis
- Mainframe analysis and programming

Technical Skills

Accomplishments

Work Experience

Consultant, 04/2011 to 01/2013
Clifton Larson Allen

- Learned the client's system and processes related to their Quote and Purchase system to prepare to test the changes they were implementing.
- Trained our offshore counterparts to provide 24/7 testing support.
- Created and tested numerous System Integration and Operational Qualification test scripts covering many of the SAP modules. including A/R, A/P, Assets, Budgeting, Reporting, G/L, T & E, Month end, Sales Accounting, Project Systems, Purchasing and interfaces.
- Assured test scenarios were properly set up to provide smooth running of the test scripts. This included any configuration needed to create the test prerequisites like creating the appropriate master data (customers, vendors, G/L accounts, etc.) and any transactions (invoices and payment runs) needed to run the scripts.
- Guided, trained and and supported users during testing.
- Analyzed, configured, tested and documented the bank interfaces between the client and Citi and Bank of America using various payment methods. This included the data seeding, testing and verification of the payment process in the OTC area during user acceptance testing.
- Worked on the interface between SAP and CONCUR (expense tracking system) to assure that files were created as expected by the receiving system.

Sr Business Analyst, 06/2008 to 03/2011
Relx Group

- Provided on site support for the Army's 3rd Deployment of SAP at the Detroit Army Arsenal in Warren, MI.
- Analyzed and handled trouble tickets from the client related to the new SAP release.
- Did ad hoc training for the client on SAP finance issues and procedures.
- Created requirements documents for SFIS Compliance for SAP BI Summary Reporting.
- Created and executed multiple SAP test scripts for interfaces.
- Created and executed multiple product data integration and Business Operations Testing scripts.
- Ran the Business Operations Testing command center and resolved script issues.
- Created the change requirements and change design documents for the new SAP budgetary ledger for ECC 6.0.
- Created, executed and verified test scripts covering all modules where a financial posting could occur. The test scripts covered Acquisition, Assets, Sales and Distribution, Inventory Management/Warehouse Management, Purchasing and Project Systems.
- Tested and validated the data migration for the new SAP principle of prudence.
- Created presentation materials and training documents for the Business Development Workshop.

Sr Business Analyst, 2005 to 03/2008
Relx Group

- Produced system flows (Visios) and workshop materials (PowerPoint Presentations) for the banking and cash management areas.
- Configured multiple areas to support Treasury on a demo system which was to be used to demonstrate Treasury functionality.
- Coordinated the efforts to track and document existing interfaces.
- Mapped data from various mainframe systems to SAP.
- Created business process procedures for the A/R, A/P and G/L areas of SAP.
- Executed and verified data loads of G/L accounts and balances and corrected any load errors as needed.
- Analyzed and corrected configuration errors discovered during user acceptance testing.
- Tested and documented the results from test script execution to verify SOX compliance and made suggestions as to what was needed to be compliant.
- Prepared, updated and executed integration test scripts for the A/R and A/P modules and verified data extracts and reports to ensure the correct data was being imported into SAP-BW.
- Developed cutover plans and tracked activities to identify and resolve issues to ensure a successful cutover.

Business Analyst, 04/2000 to 11/2004
Tempur-Pedic

- Provided support for the A/R, A/P and G/L modules of SAP release 4.5B which included enterprise-wide configuration IMG (implementation guide) support for those modules.
- Provided the necessary configuration to set up new profit centers, cost centers, vendors, customers and G/L accounts.
- Did the analysis, project management and IMG configuration in support of the conversion from a calendar-based reporting system to a 4-4-5 reporting system.
- Changed and tested multiple ABAP and Report Writer programs to satisfy user requests.
- Worked extensively with all levels of users in analyzing problems and change requests and suggesting solutions to them.
- Wrote, tested and supported ACCESS data entry programs for the input of payroll data.
- Documented and charted current processes.
- Converted the client's payroll system from DOS/VSE to MVS to make it Y2K compliant.
- Supported the client's existing Legacy systems (A/R, A/P, cost, payroll benefits, and various manufacturing applications) in preparation to convert to SAP.

Consultant, 11/95 to 05/00
Clifton Larson Allen

- Provided consulting services to Masonite International which included the above listed duties.

Education and Training

BS
Roosevelt University - Illinois