

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Highly self-motivated individual with a strong cross-functional skill set, and in-depth experience working with Sales. I build collaborative relationships with cross-functional groups, and maintain those relationships based on strong interpersonal and communications skills. Excellent ability to work with all levels to achieve goals.

## SKILLS

- Ad
  - Budget
  - Business Operations
  - Content
  - CSS
  - Decision making
  - Financial analysis
  - Invoicing
  - Leadership
  - Managing
  - Meetings
  - Monitors
  - Network
  - Optimization
  - Personnel
  - Plan development
  - Presentations
- Pricing
  - Pricing strategy
  - Profit
  - Program implementation
  - Project management
  - Reporting
  - Sales
  - Sales forecasting
  - Sales management
  - Sales Planning
  - Sales reports
  - Sales support
  - Shipping
  - Strategy
  - Swaps
  - Strategic planning
  - Information Protection /Security

## WORK HISTORY

- 01/2011 to Current

**Consultant**  
**Bdo** – Harrisburg, PA
  - Sales Planning & Strategy DCS East.
  - Trusted Advisor and Business Partner to DCS East Sales and Leadership to support and drive decision making.
  - Support 1 Sales VP, 16 Sales Area Managers/District Managers across DCS East Division.
  - Work cross-functionally and engage with key stakeholders in various functions and LOBs including DPS, UDS, CSS, CoC, Commission Analysts, Allocations, Program Managers, and Business Operations Specialists to run the business and resolve issues within the DCS East.
  - Work with sales management to accurately forecast the business on a weekly, monthly & quarterly basis.
  - This includes the use of a variety of metrics, reviewing and understanding deals that will materially impact the forecast, and effectively managing risk to ensure expectations are met.
  - Collaborate with the DVP and Quota Planner on the quota planning and deployment process at both an area, district and individual contributor level.
  - Partner with Sales Leaders and Territory Planners to design and manage territories for effective coverage while reducing network complexity.
  - Design and develop reporting to analyze KPIs for the business.
  - Support DVP in providing content for key presentations and meetings including QBRs, call-the-ball, weekly large deal reviews etc.
  - Partner with Business Operations support team as an escalation point to resolve general sales operation issues.
  - Responsible for supporting functions essential to field force productivity and effectiveness to include planning, reporting, field process optimization, sales enablement training, sales program implementation, ad hoc reporting, project management, global project representation and compensation plan development.
  - Prepares financial analysis of historical purchase and discount data, proposing new pricing to address profit targets and ensuring pricing strategy implementation, minimizing customer impact with a \$10M forecasted revenue increase.
  - Reviews accuracy and distribution of sales reports essential to run an efficient and effective field organization; coordinating sales forecasting, monthly operating review planning, and budget process used within the organization.
  - Drives sales enablement training, planning and coordination for Sales Process International (SPI) as well as on-demand pre-work training management and customized utilization reporting to proactively identify improvement opportunities.
  - Monitors the sales organization's travel and expense compliance providing policy change recommendations which resulted in \$1M Operating Expense (OPEX) savings in the first year of review.
  - Provides input to leadership while collaborating with internal business partners regarding the development and administration of sales incentive plans; ensuring alignment with the annual operating plan.
  - Coordinates training to sales, sales management, and sales support personnel including technical and professional training curriculums such as Showpad and Clari.
  - Tracks monthly, quarterly, and annual quota attainment and commission payouts to identify those above or below plan; recognizing Presidents club award recipients and those that require future adjustment of performance incentive plans.
  - Requested additional training from subject matter experts on various systems, effectively expanding skillset and increasing ability to perform senior operations functions.
- 01/2004 to 01/2010

**Business Analyst**  
**A Place For Mom** – Lansing, MI
  - Commercial North America.
  - Daily, weekly and monthly reporting with regards to revenue, BMTs, margin, etc.
  - Generate and update divisional QBR presentations on a quarterly basis.
  - Generate annual GAFs, as well as, calculate quarterly BMT targets by area and district.
  - Review quarterly bonus files to ensure accuracy.
  - Act as liason between the field and various groups within Corporate in order to resolve any issues that arise.
  - Review pre-approval requests for swaps and \$0 sales, report findings and make recommendations to Business Manager.
- 09/1999 to 03/2004

**Support Coordinator**  
**Boone County Family Respices** – Columbia, MO
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  - Worked in original segementation excercise with Enterprise

## EDUCATION

**Bachelor of Science (BS)**  
**James Madison University** - Harrisonburg, VA  
Cum Laude

## ADDITIONAL INFORMATION

- AWARDS , Restricted - Confidential Restricted - Confidential