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**EMPLOYMENT**

**EDI Specialist**

**AAF/Flanders International**

**April 2015 - Present**

Collaborate with the IT department and trading partners by analyzing the EDI business process between communication networks and the back end system. Comfortable in a fast-paced, customer focused, multi-tasked environment while being able to evaluate priority issues and projects.

- Planned a full EDI conversion project which would convert current maps from 35 trading partners from BPCS 8.3.4 to the upgraded LX 6.3.4 software.
- Design inbound/outbound mapping for new trading partners using complex specifications and external tables to communicate with our highly modified ERP system.
- Perform software updates and patches as well as execute monthly EDI system purges of archived transactions.
- Monitor all data exchange between trading partners and correcting daily transaction errors.
- 10+ years understanding the manufacturing business processes and working with external departments to setup new business procedures and new customer requirements.

**Business Systems Analyst**

**Flanders Corporation**

**December 2008 – March 2015**

Liaison between IT department and end users providing support and training as well as primary contact for wireless telecommunications

- Coordinated a single-global wireless project for all company wireless devices reducing the company's telecom expenses by \$100,000 over a two year period
- Worked with consultants during ERP implementation to help project plan, create Visio flow charts of manufacturing processes, design training documents and videos in EPAK for end-users, and provided superior with project spending and return on investment evaluations.
- Organized a migration/upgrade project for over 200 devices on the Apple/Android platform.
- IT departments' purchasing contact accountable for negotiating quotes/software contacts and maintaining monthly financials to Finance department

**IT Specialist/Branch Support**

**First South Bank**

**March 2008 –December 2008**

- Provided Tier 1 level support to resolve incidents and technical problems to approximately 300 users at 30 locations
- Maintain a professional attitude and provide excellent customer service while ensuring knowledge transfer to team members and up-to-date documentation.

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**EDUCATION/CERTIFICATIONS**

**East Carolina University** - Bachelor in Decision Science with a concentration in Management Information Systems

December 2006

**Pitt Community College** - AA Pre-Business Administration

March 2005

**GXS/OpenText** – TrustedLink Series I Extended Translation Module

July 2015

**GXS/OpenText** – BizManager 3.3

February 2016

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**TECHNICAL EXPERIENCE**

- **BizManager 400 / Bizlink-** AS2, VAN, FTP, and Flat File Communication
- **InovisWork/Trustedlink System I 6.03** - Mapping, Communications, Trading Partner and Application setup
- **ERP Systems** – SAP, LX 8.3.4, and BPCS 6.4