



# ELIZABETH CANO

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## Professional Summary

Highly effective professional emphasizing innovation and creativity in solving complex problems. Energetic and results-driven with success in developing and leading highly diverse teams to achieve outstanding results. Self-driven individual and always a problem solver.

## Skills

- Project Planning & Development
- Process Improvement LEAN
- Organized
- Purchasing & Procurement
- Fluent in Spanish
- Unsurpassed work ethic
- Dependable & Accountable

Knowledgeable in WMS Provia, Terminal Emulation Program (Secure CTR), dimensional and weight data system (Cubiscan), RF guns, supply chain management system (Evavi), Power Apps, Power Automate (Flow), SharePoint Online, and most of Microsoft office programs.

## Technical Training/ Certifications

- Certified SharePoint Online Administrator
- SharePoint 2013 Development Course
- Beginning SharePoint 2013/2016 Online
- SharePoint 2013 Introduction
- Java Script, CSS, HTML, Git, Bootstrap, Web API's, Third-Party APIs, Server-Side APIs, Node.js, Object-Oriented Programming, Express.js, Postman, SQL, Object-Relational Mapping (ORM), Model-View-Controller (MVC), Wikipedia article on NoSQL, MongoDB, React/ Butler University course.

## Work History

Programming, 10/2007 to Current

Ingram Micro Mobility formally Brightpoint – Plainfield, IN

- Sr. Business Analyst who manages Airtech Production Planning & Administrative SharePoint Operations sites.
- Resource Planner responsible for wave planning and releasing of outbound orders to operations.
- Excess Clean up Team Lead. Maintained production inventory accurate for production jobs and account management.
- PGM specialist for outbound PGM orders that required consolidation after programming was complete.
- Backup Team Lead in Programming Cellular Software department
- Began programming and flashing mobile devices in Programming (PCS) department

In my current position I coordinate the day-to-day production plan/schedule, capacity and forecasting between Account Management and Operations, while making sure any inconsistencies or new processes that can impact the operations at RDC, IDC, PDC, Airtech, and JDC get resolved immediately. Also, as Toggle Administrator I create new groups, add new users, edit wrong entries, review the monthly reports, and call out and fix any errors or inconsistencies from Engineering/ Solutioning team.

As a SharePoint Operations Administrator, I apply knowledge of Ingram's value streams and operations processes to ensure alignment of SharePoint solutions with business needs.

- Actively work with multiple facilities to promote end-user engagement and workflow adoption.
- Measure tools value add post launch and regularly engage users for feedback.
- Users & Permissions: Grant/modify access for users.
- Work directly with management, operations, and the IS team to define requirements to meet business goals.
- Create (on occasion), configure, and maintain the functionality and content for SharePoint sites and subsites.
- Modify SharePoint templates, forms & support developers by actively participating in testing.
- Collects business needs from all SP users and then redirect them to appropriate channels with the proper request type to help facilitate the request that is needed.

### Successful Projects & Implementations that I have been part of:

- ✓ Was instrumental in helping figure out WMS 7.4 configuration, documenting processes and implementation.
- ✓ Special Service Requests tool & cancellation process; facilitating effective communications between operations & account management. Allowing for quantification of value gain/loss per Special Service Request tool & identification of additional billings per account. Final development was completed by partnering with interns to create an SSR profitability tool.
- ✓ Issue Log: this tool allows operations to capture downtime causes. Knowing the causes & frequency can help operations leaders to prioritize resources and projects.
- ✓ Project Request: this tool allows the IE team a visible method to track resource allocation across projects.
- ✓ Migration to SharePoint Online: moving all content & critical tools from SharePoint 2013 to SharePoint Online and troubleshooting issues
- ✓ Receipt Exceptions: this tool allows the receiving team to identify issues impeding fluid material flow into the building and system at time of receipt.
- ✓ Operations Update Report: This tool allows 37 facilities & specific groups to enter all their daily Operation's updates prior their daily meeting/call; while sends to each attendee a refreshable and automated report with all the submitted entries.
- ✓ Providing ongoing maintenance to Operation's SharePoint sites on daily basis
- ✓ Continuously adding new facilities/departments to Operation's existing tools

- ✓ Currently working on gathering information to archive obsolete Kitting specs documents to help users to have better navigation experience

I have leadership skills and had overseen many projects of which they have given me the proper knowledge. I've also had the opportunity to work in multiple departments in Operations, as Kitting/ Production, Loose Piece, Cargo, Shipping, PGM, MH, Receiving & Resource Planning. This opportunity which has given me the ability to better perform in my current position as it helps me to understand inventory management from when it is received until it is sent to its destination. It has allowed me to always plan to prevent further issues.

#### **Assistant Manager, 03/2003 to 06/2007**

**Impresos de la Comarca, S.A de C.V – Torreon Coahuila Mexico**

I started working there doing accounts payable, reporting accounts, but since this was a small company with only 68 employees in production and 3 office assistants, soon the company promoted me to Administration Manager, so I started doing payroll, earnings report, writing checks and running the bank deposits of the company, as well as coordination with the financial accountants and HR that were in the corporative to keep benefits and insurance of employees; also sending all the needed information & documentation for taxes (IRS) purposes.

#### **Collection Auditor, 05/2001 to 03/2003**

**Enriquez-Rodriguez y Asociados – Torreon Coahuila Mexico**

When I started for this attorney company, they had me call delinquents customer to collect debt for our accounts and make payments arrangements. Shortly I began to enter invoices in data base as well payments made to our bank accounts and sending letters to delinquent customers of release of debt. Then the company promoted me to Auditor of the collections department.

#### **Education**

Associate of Applied Science: Business Management

Luis Aguirre Benavides / Commercial School and Finances - Torreon Coahuila Mexico

- 3.9 GPA
- Minor in Financial Mathematics

**Bachelor's Degree:** Business Administration

**Universidad Autonoma de la Laguna - Torreon Coahuila Mexico**