

# Robert Smith

## Functional Consultant - Entry Level

### PERSONAL STATEMENT

Experience in project management, implementation, risk-mitigation strategies, training, software configurations, gathering & analysis of business requirements. Strong leadership and business development skills, direct communication with clients, stakeholders to create lasting relationships throughout the project cycle.

### WORK EXPERIENCE

#### **Functional Consultant - Entry Level**

**ABC Corporation - August 2015 - April 2016**

##### *Responsibilities:*

- Led and facilitated design process discussions with business process leaders to determine and validate detailed business requirements.
- Utilized business process and software expertise to understand and communicate implications of business requirements on implemented solutions.
- Performed gap analysis, data validation, system configuration, system testing, and user training.
- Wrote functional design documentation & specifications as required for software development and test cases.
- Performed Extract Transform & Load (ETL) project analysis & design.
- Worked with the Quality Assurance team to ensure Testing was completed according to the requirement specifications.
- Managed SharePoint documents, tracked tickets in Jira and updated documents in Confluence.

#### **Functional Consultant**

**ABC Corporation - 2014 - 2015**

##### *Responsibilities:*

- Designed organization structure as per clients organogram, documented Blueprint, Configured & tested system, Conducted rigorous training programs for regional offices, HO, & Users at Plants.
- Created User Manuals, addressed questions about the system behavior, and specific configuration behavior.
- Configured GL Accounting, Accounts Receivables, Accounts Payable, Asset Accounting.
- Controlling area assignments, Cost Center Accounting, Profit Center Accounting, and Internal Orders (AFE).
- Planning for Cost Centers, Profit Centers, and Internal Orders.
- This is Dummy Description data, Replace with job description relevant to your current role.
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### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Business Requirements  
Gathering & Analysis,  
Software, Oracle,  
Microsoft Office,  
Communication

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

MBA in Business Administration - 2012 (Bowling Green State)