KEVIN E. **FUJIMOTO**, MBA

LOS ANGELES RESIDENT • CELL: 626-364-4833 • E-MAIL: [fujimoto.kevin@gmail.com](mailto:Fujimoto.kevin@gmail.com) • LINKEDIN: [PROFILE](https://www.linkedin.com/in/kevin-fujimoto-mba-188a797b/)

**SAP PROFICIENT BUSINESS ANALYST WHO DRIVES BUSINESS SUCCESS**

**SUMMARY**

**A seasoned Business Analyst and Project Manager with dual degrees in Business Administration and deep experience in data analysis, financial reporting, and designing solutions to meet operational needs. A proven talent for evaluating/resolving business challenges across industries and functions. Proficiently identifies/analyzes business needs then collaboratively creates solutions that achieve desired results.**

**EDUCATION**

**Master of Business Administration (MBA)**, University of La Verne • La Verne, CA • 2013

**Bachelor of Science (B.S.) – Business Administration**, University of California • Riverside, CA • 2002

**QUALIFICATIONS**

* **Creates clarity.** An active listener who drills into details and asks relevant questions. Works effectively through ambiguity and excels in managing large amounts of data. Maintains focus in environments with conflicting demands and priorities. Gets buy-in, not just sign off…and knows how to communicate value (or lack of value) to superiors.
* **Critical thinker & problem solver.** Critically analyzes business processes and facilitates a shared understanding of the problem. Evaluates multiple options before helping stakeholders settle on a solution. Approaches each project as a solution to a problem and collaborates with stakeholders on project scope.
* **Relationship builder.** Forges strong stakeholder relationships by building trust and meeting commitments/deadlines.
* **Resourceful.** Knows how to proactively find answers to questions. Seeks alternative paths through the organization and involves the right people at the right time.

**SKILLS**

**BUSINESS SYSTEMS ANALYSIS:** Application Integration • Business Planning • Business Process Improvement • Business Process Mapping • Collaborative Leadership • Collaborative Problem Solving • Cross-functional Team Leadership • Data Analysis • Decision Making • Enterprise Solution Design • Performance Improvement • Performance Measurement • Process Optimization • Project Management • Requirements Analysis • Requirements Gathering • Strategic Planning

**ENTERPRISE PLATFORMS:** Concur • HCM • SAP • SAP Business Warehouse (BW) • SAP S/4 Hana • Workday

**PROJECT MANAGEMENT & SOFTWARE METHODOLOGIES:** Agile Methodologies • Agile Project Management • Confluence • Microsoft Project • Microsoft Visio • Scrum

**PROGRAMMING TOOLS:** C# • JavaScript • Python • SQL

**PRODUCTIVITY TOOLS:** Microsoft Office (Access, Excel, Word, Outlook, PowerPoint) • Windows 10

**EXPERIENCE**

**PROJECT MANAGER / BUSINESS ANALYST** • **WASH Multifamily Laundry Systems** • **Rancho Dominguez, CA November 2019 – present**

*Providers of best-in-class laundry room operations to customers through superior quality and service.*

***KEY DUTIES***

Responsible for assessing client needs of the business by utilizing a structured requirements process. Understand and anticipate needs and priorities of both internal and external stakeholders by participating in the elicitation, documentation, analysis, and validation of business processes, systems, and solution requirements. Decomposing high-level information into details, abstracting low-level information, distinguishing requirements vs. solutions, and classifying/prioritizing requirements. Identify and evaluate solutions that are cost effective, efficient, reliable, and meet user requirements.

***SUCCESS HIGHLIGHTS***

* **CRM Optimization (2019-20):** Supported and managed implementation of D365 CRM enhancements that updated the User Interface and Deal Analysis governance capabilities to improve the quality and capture of information, enabled Self-Approval features, and reduced overall agreement cycle time.
* **Wash.com Website Enhancements (2019-20):** Supporting and managing implementation of front and back-end solutions centered around enhancing the customer experience through expedited facilitation of customer service related requests and inquiries.

K. FUJIMOTO RESUME • PAGE 2 OF 3 • CELL: 626-364-4833 • E-MAIL: [fujimoto.kevin@gmail.com](mailto:Fujimoto.kevin@gmail.com) • LINKEDIN: [PROFILE](https://www.linkedin.com/in/kevin-fujimoto-mba-188a797b/)

**BUSINESS SYSTEMS ANALYST** • **The Aerospace Corporation** • **El Segundo, CA February 2017 – August 2019**

*Nonprofit providers of technical guidance and advice on all aspects of space missions to military, civil, and commercial customers.*

***KEY DUTIES***

Responsible for monthly financial and ad-hoc slide decks for Finance, Business Systems, and Human Resources. Collaborated with cross-functional teams on corporate strategy initiatives. Reviewed, analyzed and evaluated business systems and user needs. Defined scope and objectives, gather and document project requirements. Formulate strategies, systems, and tactics that support business goals. Developed/maintained critical relationships with all stakeholders on assigned projects. Served as primary liaison between project sponsors, project managers, business customers, and the project team. Worked cross-functionally to ensure a high-level of project management support. Served as subject matter expert on business applications and processes in assigned areas and/or projects. Applied broad knowledge of various technical functions to accurately anticipate the organizational impact of solutions. Assessed system impact of new technologies and collaborate with IT on implementation. Shared responsibility with other team members for on-time delivery of high-quality solutions. Provided support post-implementation, including stabilization, training, issues resolution, user administration, enhancements, and upgrades.

***SUCCESS HIGHLIGHTS***

* **Enterprise Platforms (2019):** Managed implementation of S4/HANA (SAP for large-enterprise). Managed transition of Human Capital Management (HCM) solutions from SAP SuccessFactors to cloud-based Workday.
* **Accounting (2018):** Supported a $1.2 million initiative to automate accrual data for opening/closing Accounting cycles. Optimized external systems and integrating them with SAP. ***Result:*** Reduced labor costs YOY by $200K (~5,200 FTE hours).
* **Expense Reimbursement (2018):** Led cross-functional team of 8 to automate employee travel reimbursement process from submission through direct deposit. Integrated SAP, Concur and internal systems. ***Result*:** Reduced labor costs YOY by $250K (~4,000 FTE hours).
* **Human Resources (2017):** As Project Manager and scrum master used Agile Methodologies to automate data flow of into HRIS master records of ~400 new hires per year and ~4,000 current employees. Required deep cross-collaboration with a 10-person team comprised of business users, front-end application developers and back-end SAP developers. ***Result:*** Reduced labor costs YOY by $160K (~5,160 FTE hours).

**OPERATIONS MANAGER • Yamashiro Landscape Design • Diamond Bar, CA November 2015 – February 2017**

*This mid-sized, privately owned business ceased operation in 2017.*

***KEY DUTIES***

Responsible for financial reporting and monthly slide decks for senior management. Worked with executive leadership to define, manage and document requirements for business process improvement. Collaborated with business users to ensure project requests met design specifications, recommended changes to specifications as necessary. Facilitated meetings with business users, software developers and creative to drive requirements and design details. Created/implemented project launch plans, trained various internal departments and created support materials. Consulted with business users to solve complex problems and identify opportunities for improvement. Ensured project software performed as documented.

***SUCCESS HIGHLIGHTS***

* **Vendor Management (2017):** Realigned/renegotiated vendor relationships to maximize accountability and volume pricing. ***Result*:** Reduced operating costs $200K.
* **Performance Improvement (2016):** Managed the customization and deployment of a mobile scheduling application for optimizing landscaper routes and schedules. ***Result*:** Increased field worker productivity 20%.

**PROCUREMENT MANAGER • Essex Property Trust • Woodland Hills, CA November 2014 – November 2015**

*Real estate investment trust with ~1,800 employees and $1.3 Billion in revenue.*

***KEY DUTIES***

Responsible for evaluating and managing company-wide contracts portfolio. Analyzed and evaluated financial data to develop corporate strategy initiatives to restructure contracts. Managed a 4-person analyst team chartered with automating/enhancing business processes. Led implementation of SAP solutions for multiple departments: gathered user requirements, performed building/testing, optimization and continuous improvement. Collaborated with leadership to develop/execute annual operating plan/budget and related strategies (objectives, critical success factors, risks, opportunities). Reduced previous operating budget by 10% while maintaining same level of operational efficiency.

***SUCCESS HIGHLIGHTS***

* **Performance Improvement (2014):** Customized Yardi solution to automate contract workflow. ***Result:*** Reduced labor costs YOY by $300K.

K. FUJIMOTO RESUME • PAGE 3 OF 3 • CELL: 626-364-4833 • E-MAIL: [fujimoto.kevin@gmail.com](mailto:Fujimoto.kevin@gmail.com) • LINKEDIN: [PROFILE](https://www.linkedin.com/in/kevin-fujimoto-mba-188a797b/)

* **Vendor Management (2014):** Realigned/renegotiated vendor relationships to maximize accountability and optimize pricing. ***Result*:** Reduced operating costs $2.4 million.

**SENIOR BUSINESS ANALYST • Sempra Energy • Los Angeles, CA January 2006 – November 2014**

*North American energy infrastructure company with ~20,000 employees and $11.7 Billion in revenue.*

***KEY DUTIES***

Responsibilities similar to Business Systems Analyst for Aerospace, focused on identifying gaps and weaknesses in business processes through analysis and implementing impactful solutions.

***SUCCESS HIGHLIGHTS***

* **Performance Improvement/Application Integration (2013):** Supported a $1.2 million project to enhance the company’s self-service portal (“ForMyInfo”).  ***Result:*** Increased functionality, reduced transactional labor costs by $140K annually.
* **Vendor Management (2012):** Realigned/renegotiated telecommunication vendor relationships to maximize accountability and volume pricing. ***Result*:** Reduced operating costs $1.6 million.
* **Performance Improvement/Application Integration (2011):** Supported Project Manager to implement a customer self-service portal and SAP interface. ***Result:*** Increased transaction handling capacity by 30% while reducing labor costs by $1 million annually.
* **Performance Improvement/Application Integration (2010):** In collaboration with IT and telecommunications service providers, developed/implemented a new application with SAP integration to enhance call center support. ***Result:*** Increased call center efficiency by 40%**.**
* **Rapid Advancement:** 4 promotions in 8 years; entered as Customer Service and after 1 year, moved through several grades of Operations and Business Analyst.