

HFM/FDM Admin HFM/FDM Admin HFM/FDM Admin Goal-oriented, results-driven Hyperion Professional. A solid Finance and IT team player with a strong work ethic and desire for excellence in all personal and professional endeavors. Work Experience HFM/FDM Admin Tier 1 Automotive Supplier - Southfield, MI July 2015 to February 2016 Championed Security and System Administration duties for a Tier 1 Automotive Supplier Participated in development and administration of HFM, FDM, Essbase, and Planning Built HFM web forms and data grids for forecasting and actuals Maintained metadata during monthly maintenance Contributed to design and build of automated Excel templates for data loading using VBA Worked as solid team member contributing to a variety of critical roles as required Prepared system for month end close Troubleshoot and resolved end user issues Worked directly with Executive team (CIO, CFO, VP) and Directors to achieve project vision Provided analysis and validation support for multiple parallel closes Created Global HFM and FDM Admin Security procedures Collaborated with Lead HFM consultants to troubleshoot and resolve critical system issues Built and maintained a solid working relationship with user base through end user support and training IT Security Specialist Tier 1 Automotive Supplier's Security Program December 2014 to July 2015 Supported the implementation of a Tier 1 Automotive Supplier's Security Program Attended daily SOC meetings to review malware or malicious activity on the network that were reported by Symantec's Managed Security Service Created reports used for Leadership outlining the progress made on achieving 13 security initiatives based on an External Security Assessment Service Desk Analyst I / Incident Manager CareTech Solutions - Troy, MI August 2013 to November 2014 Improved communication skills through weekly and monthly SME calls with clients Developed and received approval from the Operations Manager to implement a Mentorship Program Managed 9 accounts and 10 employees across multiple locations Service Desk Analyst August 2012 to August 2013 Performed basic network, desktop, application and other peripheral support Operated in a 24/7/365 environment supporting national hospital infrastructures Education Masters of Science Walsh College - Troy, MI September 2014 BSBA in Finance Central Michigan University December 2010 DHS in Education by the National Security Agency Walsh College Additional Information

KNOWLEDGE & SKILLS    HFM Metadata maintenance to meet business needs    Enhanced HFM application with rules and member lists    Data migration from legacy system into HFM    Performed system administration for large global instance of HFM. This included security administration, metadata maintenance, data grid and web form development and support    SmartView template creation, and general troubleshooting    Managed Security access for Legacy Shared Services instance    Participated in a Project Management Action Plan with cross-functional teams to deliver a working product based on customer needs    Understanding of a global corporate month end close and consolidation process    Understanding of Budgeting and Forecasting processes    Microsoft Office Suite and Visual Basic for Applications    Visual Basic Script

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