

Business Systems Analyst Business Systems Analyst Katy, TX Authorized to work in the US for any employer Work Experience Business Systems Analyst Katy Independent School District - Katy, TX February 2018 to Present Provide advanced technical support and training to end users working in Munis (Financial and HR) or Kronos (Payroll) Enterprise Resource Planning (ERP) systems Maintain business systems by adding/changing pay codes, policies, work rules, schedules, new users, workflows, data access, software licenses, time clocks, etc Test current and future versions of ERP systems, coordinate with software vendors to resolve issues Develop and document technical procedures and processes Build custom reports using Excel and SQL Financial Specialist Katy Independent School District - Katy, TX July 2014 to February 2018 Managed spending and compliance of various federal and local grants received by the district Prepared and analyzed monthly budget reports Coordinated with multiple departments to ensure PO's were paid according to grant guidelines Contracts Administrator Vital Link, Incorporated July 2013 to November 2013 Coordinated with customers regarding multi-million dollar manufacturing projects under contract, ensuring compliance and performance Member Services Specialist Randolph-Brooks Federal Credit Union October 2012 to July 2013 Assisted members with loans, mortgages, account fraud, new accounts, and investments/deposits Audited cash levels; reconciled general ledger and vault discrepancies HR Intern Texas State University January 2012 to May 2012 Completed major project and earned course credit for creating an in-depth analysis of the compensation policy regarding the University's administrative assistants Education Master's in Management Information Systems Lamar University - Beaumont, TX March 2019 to Present Bachelor's in Business Management Texas State University - San Marcos, TX January 2009 to May 2012 Skills Business Analysis (2 years), Munis (5 years), Kronos (5 years), Access (2 years), Excel (5 years), Training (2 years), SQL (1 year), Bookkeeping (3 years), Compensation (1 year), Software Testing (2 years), Business Systems Administration (2 years), Technical Support (2 years), HRIS (2 years), System Analyst (2 years), Financial Analysis (4 years), Microsoft Office (7 years), Customer Service (7 years), Desktop Support (2 years), testing (2 years), SAP (1 year), MS Office (7 years), Business Intelligence (1 year), HTML (Less than 1 year), Powerpoint (5 years), Business

Intelligence, testing, MS Office, Powerpoint

Name: Michael Thompson

Email: debra14@example.net

Phone: 001-945-853-2071x109