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| Qualifications Summary |

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| A result-driven professional with **more than 7 years** of functional consulting experience in **SAP MM** and its integration with other core modules such as SD, FI, WM, PP, PS, and POSDM. Possesses intensive skills working on various full cycle implementations, rollouts, upgrades, and application support. In depth knowledge in building, testing, and implementation of different configurations, transactions, programs, and reports. Possesses basic ABAP skills. Participated in **7 implementation projects** with **3 full cycle** experience in SAP R/3 ECC, SAP IS Retail, and SAP S/4HANA 1709 version. Passed **SAP MM Certification Exam under course code C\_TSCM52\_66 SAP Certified Application Associate - Procurement with SAP ERP 6.0 EHP6** with a **score of 100%**.  Wide exposure to different processes such as Incident, Problem, Release, Knowledge, and Event Management. Served as the Subject Matter Expert for Change Management Process. Passed certifications in **ITIL® V3 Foundations for IT Service Managemen**t and **ITIL® Intermediate for Release, Control, and Validation.**  A key contributor to successful implementation of various SAP projects. Demonstrates strong leadership and communication skills. Works proactively with client to ensure that business requirements are met and provide high quality service delivery and great customer satisfaction in a consistent manner. Committed, creative, adaptable, eager to learn, and can work independently and with teams. Developed great sense of ownership with record of delivering outstanding works. Excellent problem solving skills and can work under pressure. |

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| Technical Knowledge |

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| **Softwares and Tools:** SAP R/3 ECC | SAP S/4HANA 1709| SAP IS Retail| SAP FIORI| SAP MIM| SAP Solution Manager| Citrix| Lotus Notes| MDM| OVSD| Microsoft Office| Adobe Software |

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| Education |

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| **2017 - Present** | **Ateneo Graduate School of Business**   * Master in Business Administration * Part-time MBA student |
| **2007 - 2011** | **University of the Philippines Diliman**   * Bachelor of Science in Business Administration * Cum Laude (1.50 GWA) * Chevron Geothermal Philippines Holdings, Inc. Scholarship Awardee |

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| Professional Experience |

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| ***Projects Handled and Implemented*** |

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| **2017 May – Present** | **GREEN CROSS INC.**  SAP MM Lead Functional Consultant  Manila| Philippines   * Implementing S/4HANA 1709 * Insert |
| **2016 March – 2017 May**  Fasttrack ERP Solutions, Inc. | **LANDERS SUPERSTORE**  **SOUTHEASTASIA RETAIL, INC**  SAP IS Retail MM Lead Functional Consultant  Manila| Philippines   * Participated in the full cycle implementation and roll out activities * Configured different SAP functionalities in accordance with client requirement. * Authored functional specifications for various forms and customized programs and reports. * Created test scripts and test data for integration testing and conducted User Acceptance Testing. * Authored user and configuration manuals. * Provides functional support and investigates issues raised by business users. |
| **2016 August – Present:**  Fasttrack ERP Solutions, Inc. | **KUYA J RESTAURANT**  **iKITCHEN, INC**  **MANILA COMISARIO**  SAP IS Retail MM Lead Functional Consultant  Manila| Philippines   * Participates in the roll out activities of store branches * Implemented SAP functionalities in accordance with the client requirement * Authored functional specifications for various forms and customized programs and reports * Created test scripts and test data for integration testing and conducted User Acceptance Testing * Authored user and configuration manuals * Provides functional support and investigates issues raised by business users |
| **2016 August – September**  Fasttrack ERP Solutions, Inc. | **NATIONAL BOOK STORE, INC**  SAP IS Retail MM Functional Consultant  Manila| Philippines   * Handled implementation of SAP Merchandise In-Store and Inventory Management (MIM). * Conducted trainings and implemented SAP functionalities particularly in allocation strategy and replenishment. |
| **2015 April – 2016 March**  Fasttrack ERP Solutions, Inc. | **ALLVALUE HOLDINGS CORP.**  **ALLDAY RETAIL CONCEPTS INC.**  **ALLHOME CORP.**  SAP IS Retail MM Functional Consultant  Manila| Philippines   * Participated in the full cycle implementation. * Configured different SAP functionalities in accordance with client requirement. * Authored functional specifications for various forms and customized programs and reports. * Created test scripts and test data for integration testing and conducted User Acceptance Testing. * Authored user and configuration manuals. * Provided functional support and investigates issues raised by business users. |
| **2015 January – April**  Fasttrack ERP Solutions, Inc. | **TECNIC GROUP BERHAD (BHD)**  SAP MM Functional Consultant  Selangor| Malaysia   * Implemented SAP Goods and Services Tax (GST). * Created test scripts and test data for integration testing and conducted User Acceptance Testing. * Authored functional specifications, user and configuration manuals. * Redeveloped various SAP forms with respect to GST tax regulation. |
| **2015 January – April**  Fasttrack ERP Solutions, Inc. | **SKP RESOURCES BERHAD (BHD)**  SAP MM Functional Consultant  Johor| Malaysia   * Implemented SAP Goods and Services Tax (GST). * Created test scripts and test data for integration testing and conducted User Acceptance Testing. * Authored functional specifications, user and configuration manuals. * Redeveloped various SAP forms with respect to GST tax regulation. |
| **2011 May – 2015 January**  Hewlett-Packard Philippines | **ALCATEL-LUCENT ENTERPRISE**  SAP MM/WM Functional Consultant  Manila| Philippines   * Provided functional and post implementation support. * Involved in SAP functional design, build and test, configuration, maintenance, implementation, system refresh and upgrade. * Investigated issues and root cause, and provided solutions within the service level agreement for service and defect requests raised by business users. * Authored various known error documentations and job aids. * Implemented change requests, conducted regression testing, and documented test scripts and test results. * Identified key metrics and performed ticket trending and data analysis for continual service improvement. * Received an **HP Making a Difference: Execution Award** for being the top ticket closer for FY14, with an average of 20 tickets handled each month, and for achieving a 100% SLA. |

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| ***On Top Roles Handled*** |

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| **2011 September – 2014 February**  Hewlett-Packard Philippines | **Change Manager for Change Management Process**  Manila| Philippines   * Served as **Subject Matter Expert** for Change Management Process and managed a team composed of 30 specialists. * Ensured that all change requests are in accordance with business and process standards (compliance with SOX, approvals from the business, provision of necessary documents such as UAT, regression testing, post implementation requirement and confirmation, release control, quality checklist, developers’ checklist, etc.) * Built capability and credibility to work on all types of change requests (Routine, Normal, Emergency, and Expedite) that she became the unofficial go to Change Management Expert not only in her team but also to her onshore counterparts in US, even before she assumed the Change Manager role in September 2011. * Authored the Global Change Management Test Scenarios for the User Acceptance Testing and conducted trainings to different teams before the Change Management process was migrated to another tool. The test scenarios were deployed globally and testing was completed on time, hence the new Change Management process successfully went live in October 2012. * Created and uploaded process job aids and email templates in the database and conducted simulated and refresher trainings and roll outs. * Identified process key metrics, conducted monthly audits, and sent out monthly reports. * Received the **HP Delivery Quality Award** three times for being a key to team’s success at Change Management tasks. * Received the **HP Making a Difference: Quality Award** for her excellent work and significant achievements as Change Manager. |
| **2012 July – 2013 March**  Hewlett-Packard Philippines | **SAP Project Manager**  Manila| Philippines   * Initiated and led a Service Improvement Plan (SIP) called the Logistics Execution and Purchasing (LEAP) Project, a training program for end users to further enhance their SAP MM and WM technical skills and improve the efficiency of business operations. * Authored and presented the project plan to business key users and IT managers. * Managed a team composed of 7 specialists. Empowered her members by delegating tasks tailor fit to their skills and ensured that all action items are tracked. * Created solution manuals and videos and conducted virtual trainings for end users. * Implemented the project successfully and received various commendations both from the account and business, that they even expressed their interests to do the same for other modules. * Received **Milestone of the Quarter Award** as it was one of the most significant achievements of the quarter. * Resulted to a reduction of 10-15 tickets monthly. Hence, cost savings to the client. |
| **2012 October – 2013 April**  Hewlett-Packard Philippines | **Information Security Management System (ISMS) Process Owner**  Manila| Philippines   * Served as primary contact for ISMS related concerns to a team of 30 specialists. * Conducted awareness and refresher trainings and process roll-outs to the team. * Improved the information security process by conducting monthly audits on company assets. * Participated in the internal and external audit resulting to ISO270001 recertification of HP. * Received **HP Bronze Award** in recognition of all her efforts as the ISMS Process Owner |
| **2011 August – 2012 October**  Hewlett-Packard Philippines | **Business Continuity Management System (BCMS) Process Owner**  Manila| Philippines   * Served as primary contact for BCMS related concerns to a team of 30 specialists. * Conducted trainings, drills, and process roll-outs to the team. * Created recovery plan, business continuity risk assessment, and impact analysis for the audit. * Participated in the internal and external audit resulting to BS25999 recertification of HP. * Received **HP Bronze Award** in recognition of all her efforts as Process Owner. |
| **2012 November- 2014 December**  Hewlett-Packard Philippines | **HP Employee Engagement and Communications Initiative Lead**  Manila| Philippines   * Managed the overall account Employee Engagement and Communications Initiative team and its activities. The account is composed of **more than 200 employees**. * Initiated plans and spearheaded different team activities to further strengthen work relationships and increase team collaboration. * Conducted meetings and identified initiative key metrics and improvements. * Created project proposals for each event and presents to managers for approval. * Received 2 awards, **HP Making a Difference: Execution** and **HP Making a Difference: Global Citizenship** for being a dedicated and committed initiative lead and for doing a stellar job on it. |
| **2011 August – 2012 October**  Hewlett-Packard Philippines | **HP Rewards and Recognitions Initiative Lead**  Manila| Philippines   * Led the R&R Program in her team, composed of 30 employees * Conducted meetings and identified initiative key metrics and improvements. * Created project proposals and presented to managers * Executed different programs successfully |

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| Certifications |

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| **2017 February** | SAP Certified Application Associate - Procurement with SAP ERP 6.0 EHP6 |
| **2014 February** | ITIL® Intermediate for Release, Control, and Validation |
| **2012 March** | ITIL® V3 Foundations for IT Service Management |

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| Awards and Recognitions |

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| **2014 September** | HP Making a Difference: Customers for SAP MM/WM support |
| **2014 September** | HP Making a Difference: Execution for SAP MM/WM support |
| **2013 December** | HP Making a Difference: Global Citizenship Award for Employee Engagement |
| **2013 October** | HP Making a Difference: Quality Award for Change Management Process |
| **2013 June** | HP Milestone of the Quarter: LEAP Project |
| **2013 April** | HP Making a Difference: Execution Award for Employee Engagement |
| **2013 April** | HP Bronze Award for ISMS |
| **2012 October** | HP Bronze Award for BCMS |
| **2012 April** | HP Delivery Quality Award for Change Management Process |
| **2012 March** | HP Global Gold Team Award: Customer Delight |
| **2011 December** | HP Bronze Team Award |
| **2011 December** | HP Gold Award Team Award |
| **2011 December** | HP Delivery Quality Award for Change Management Process |
| **2011 July** | HP Knowledge Transfer Training Valedictorian |
| **2011 April** | UP Cum Laude Graduate |

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| Trainings Attended |

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| **2014 September** | Global EDI Training |
| **2014 August** | BC400: ABAP Workbench Foundation |
| **2014 February** | ITIL® Intermediate for Release, Control, and Validation |
| **2014 January** | Managing Customer Relationship II |
| **2013 October** | Project Management Fundamentals |
| **2013 April** | Change and Transition Workshop |
| **2013 April** | Basic ABAP Training |
| **2012 October** | Powerpoint and Presentation Workshop |
| **2012 October** | HP SM9 Problem Management Process Training |
| **2012 July** | Effective Email Writing |
| **2012 June** | HP SM9 Change Management Process Training |
| **2012 June** | HP SM9 Incident Management Process Training |
| **2012 May** | SAP Basics: Application Link Enabling (ALE) Training |
| **2012 April** | Managing Customer Relationship I |
| **2012 February** | ITIL® V3 Foundations Training |
| **2011 November** | Microsoft Excel Training |
| **2011 July** | Change Management Process Training |
| **2011 July** | Incident Management Process Training |
| **2011 June** | SAP MM and WM Bootcamp |
| **2011 May** | SAP FICO Bootcamp |

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| References |

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| Available upon request. |