

# Diane Sabra

9635 Philmont Dr., Houston, TX 77080  
dwsabra@gmail.com 832.567.4005

## Education

University of Houston

*Bachelor of Business Administration in Management Information System (MIS)*

Cumulative GPA: 3.4

Major GPA: 3.5

August 2008 – December 2012

Houston, TX

## Work Experience

Rand Group

Senior Associate

June 2013 – Present

Houston, TX

- Developer Position
  - Upgraded 3 successful Microsoft Navision projects
  - Identify issues and provide quick resolutions within Navision
  - Adapt to client requests and methods when working in the NAV Development Environment
  - Have strong Navision C/Side programming for enhancements or issues using creative methods
  - Mimic native C/Side logic when developing functionality, when applicable
  - Build scalable enhancements within Navision
  - Familiar with the connection between Microsoft SQL and Navision, along with PowerShell
  - Integrated Navision within SharePoint by using data from Navision and displaying it as a world map in SharePoint
  - Develop for over 530+ break-fix issues/enhancements
  - Develop test cases for enhancements or fixes
  - Integrated Scan Gun functionality within Navision
  - Worked with 3<sup>rd</sup> party integrations such as Avatax, Lanham, EDI, STO, Positive Pay, ChargeLogic, WMS, Matriks Docs, EasySecurity
  - Strong in Navision user interface, RoleTailored Client or Classic Client
  - Utilized the debugger in Navision to solve issues
  - Build scheduled tasks for Navision processes using Job Queue or MS Task Scheduler
  - Held a development class to teach peers C/Side programming language
  - Aided peers in issues or questions in regards to development or front-end Navision processes
  - Perform code review of Navision development for peer team members
- Functional Position
  - Implemented 1 successful Microsoft Navision project
  - Assessed Navision system and provide recommendations of upgrading or re-implementing
  - Designed the functionality based on clients requests for enhancements or issues found within Navision
  - Created documentation for clients to review and approve to move forward with development
  - Provided monetary and time budgets for each functionality designed
  - Trained users on using functionality that was customized in or native to Navision
  - Have strong background in Sales, Purchase, Cash Management, Inventory, Manufacturing and Warehousing Modules Navision
  - Manage helpdesk for over 30 clients
  - Resolved over 360+ issues
  - Managed over 70+ simultaneously
- Additional Responsibilities
  - Responsible for planning and coordinating team events
  - Created blogs for clients that will provide detailed information on basic Navision features

Shaw Group

Computer-Aided Engineering IT Intern

January 2012 – August 2012

Houston, TX

- Worked in a team to interview key users in Proposals department and analyze work processes to identify business process improvements
- Created a presentation and shared with my peers in Young Engineering Students to share the work of the

Computer-Aided Engineering department and to enhance my communication skills, to key users to confirm accuracy, and management to summarize and propose improvements

- Developed a functional tool using SQL Server Management 2010 to generate a list of support experts that filters by application and sorts the experts based off expertise and global time availability
- Created and displayed templates, diagrams, and presentations to represent business process actions
- Held responsible for the accuracy and completed a spreadsheet that will load every employees laptop in 2 months by displaying all 23 departments and associated numerous roles for each, gathered an informational roster of 1145 employees along with the software name/software version needed per individual, and maintained the list of 230+ approved software

Waste Management, Inc.  
SharePoint Manager

Summer 2011  
Houston, TX

- Managed and administered SharePoint for the IT Department of Waste Management
- Held responsible for collating information from 20 employees to ensured accuracy and compliance according to company policy

Wise Information Technology  
IT Intern

Summer 2010  
Houston, TX

- Delivered a self-help tool for AutoAction for used car salesmen
- Researched possible solutions
- Provided a costed business case with recommendations
- Designed, created, tested, and deployed the solution to 450 users
- It is still used today.

## **Skills**

- Familiar with: JavaScript, MySQL Database, VBScript, Microsoft SharePoint, Java, Microsoft Azure, Oracle, XML, HTML, CSS, WordPress, MS PowerShell for MS Navision
- Strong skills in: MS Office, MS Navision C/Side, Microsoft Report Builder, MS Visual Basics for RDLC reports, MS SQL, MS Event Viewer, MS Navision Administration Shell
  - MS Navision Versions: 4.0, 4.0 SP1, 5.0, 2009, 2009 SP1, 2009 R2, 2013, 2013 R2, 2015, 2016, 2017, 2018
- Languages: Conversational Arabic

## **Accomplishments**

- Dean's List: Spring 2011
- Graduated with Cum Laude Honors
- Certified in MS Dynamics Navision 2013