***Diana Castro***

***2317 Lexington Avenue, Monroe NC 28112 ∙ dimartoro@gmail.com ∙ (980)279-2784***

**Profile**

Reporting Analyst with over 10 years of experience in Banking, Accounting & IT. Part of the implementation team of ERP systems for Curvature Inc. and LCCU, successfully accomplishing project goals on time and accurately. My principal strength is cross-functional experience bridging accounting and IT specifically as it applies to master data set-up, maintenance and reporting. My focus for the last 5 years has been managing SAP HCM Organizational, Enterprise & Personnel Structure of over 2,000 employees in 7 countries, developing reports for company Financial & IT Departments in SQL from SAP Database, allowing me to gain a deep knowledge in SAP Tables & SAP reports related with HCM, CO, FI, MM & SD.

**Curvature Inc. *Analyst Financial Reporting* Sept 2013-Jan 2019**

* Business Process Owner of Implementation of SAP HCM Module, and later maintained the SAP HCM Organizational, Enterprise and Personnel Structure for company entities from US, CA, UK, NL, HK, SG & MY.
* Prepared for mass upload and successfully uploaded templates for all SAP HCM Infotypes to create HCM master data for over 2,000 global employees.
* Tested SAP HCM Organizational, Enterprise and Personnel Structure in SAP HCM QA until getting zero errors in SAP HCM PRD.
* Set up Org Units, Positions and Relationships of new employees in SAP Development-Org Structure.
* Set up new hires, rehired and terminated employees in SAP.
* Prepared vendors’ templates for mass migration of over 5,000 vendors for the US, UK & CA entities.
* Set up all Banking master data in SAP for UK Vendors.
* Set up and maintained SAP vendor’s master data for US, CA, UK, HK, SG & MY.
* Ran SAP HCM PA OM Integration reports.
* Built SQL HCM Reports: Overtime Report, Expenses Report, Employees Managers Relationships Reports for Payroll, Accounts Payable, Sales & IT Departments.
* Built SQL vendors master data reports.
* Built SQL reports for US & CA company of all General Ledger accounts, Unbilled Revenue and Contracts.
* Solved helpdesk tickets related with employees’ overtime, access to SAP and AP vendors’ access.
* Ran and verified SAP AR/AP Revaluation for US, CA, UK, HK, SG & MY.
* Ran and verified SAP BS Translations for US, CA, UK, HK, SG & MY.
* Performed bank reconciliation for four US and two Canada bank accounts for US & CA.
* Performed reconciliation of 40 general ledger accounts related with Cash, Receivables, GLS, Investments for CA & US.
* Performed intercompany reconciliation for US, CA, CN, TH, DK, HK, SG & MY.

**Wells Fargo Home Mortgage** ***Bilingual Home Mortgage Consultant (HMC****)*  **Sept 2011-Sept 2013**

* In charge of origination of mortgage applications, and ensuring their closing by assisting processors, underwriters and customers in an active manner.
* In charge of analyzing detailed financial and credit information, computing income from pay stubs and taxes, obtaining copies and evaluating the accuracy of corporate financial statements, credit history reports, pay stubs, taxes and different financial information.
* Provided excellent customer service in the WFHM Call Center, offering and developing knowledge in WFHM products, policies and procedures, and underwriter requirements.
* Proficient in purchases, FHA, VA, HARP, CONVENTIONAL, HOME EQUITY loans.

**Latino Community Credit Union (LCCU)  *Loan officer, Assistant Manager May* 2004- Sept 2011**

* Tester of Teller Module of Implementation team of MARG ERP system.
* Worked underwriting and processing loans, performed financial and income analysis and verification of documentation accuracy.
* Executed and monitored procedures for custody and control of assets, records, loan collateral and securities, in order to ensure safekeeping.
* Worked as a **Head Teller/Financial Servicing Officer**, processing branch daily banking operations, handling of cash, checks, return Items, negative accounts, promoting bank products and services and performing clerical tasks. Vault Teller Custodian, Dispensed cash and receive cash from tellers. Order and Ship out Currency. Reviewed each teller provided balanced figures. Balanced branch at the end of day.

**Education:**

* Bachelors in Electronics Engineering Universidad Autonoma de Occidente 1997-2002
* Financial Certifications CUNA 2004-2011
* Underwriter Certificate CPCC 2011
* Tableau Desktop I fundamentals Tableau 2016
* Microsoft Transact-SQL Programming Hands On Technical Training (HOTT) 2016

**Software:**

* SAP, Advanced Microsoft Excel, SQL Server, Tableau, MAS500, LIS, LPS, AOW, HELOC, MARG, ALSCOM, OMNI.

**Languages:**

* Fluent in English and Spanish.

References available upon request.