
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

committed to maintaining cutting edge technical skills and up-to-date industry knowledge.

SKILLS

- Excellent problem-solving abilities
- Excellent communication skills

WORK HISTORY

SAP HCM Consultant, 06/2013 - Current

Cognizant Technology Solutions – Renton

- Oversees execution of HR projects on SAP
- Assists in managing overall integration of project.
- SAP HR Functional Consultant in the areas of, ESS, MSS, OM, PA
- Monitors interfaces from SAP HR to internal and external systems
- Performs reconciliation between SAP and external systems such
- Well versed in various HR processes such as Coaching, Mentoring, Org Management, Recruiting, Training, Performance appraisal, etc.
- Excellent knowledge of HR systems via SAP HCM, E-Recruiting portals.
- Gathers business requirements from customer and relay that information to the SAP partner. Ensured that the tasks are completed for the customer.
- Delivers OM training to employees.
- Create Business Process Procedures (BPPs) for the HR and Time Management modules.
- Assists in configuration of the Time Management module
- Assisted in administration. This included setting up work schedules, payroll rules, setting up integration of time data with payroll, creating public holiday calendars, creating planned working time info type in HR record, creating absence, attendance types, creating absence and attendance quotas.
- Provides pre- and post- go-live support.
- Works with the training team to design, develop and deliver SAP training solution using industry standard training tool.
- Makes recommendations for revisions and made any necessary revision as requested.
- Works project management team to gather training requirements.
- Provides training support to both the client and training team.
- Develops course ware materials using PowerPoint
- Uses the participants' evaluations to improve the training material and delivery.

EDUCATION

Associate of Arts: Management, Current

Mekelle University - Ethiopia