

JESSICA CLAIRE

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 Montgomery Street, San Francisco, CA 94105

PROFESSIONAL SUMMARY

Systematic and organized SAP Master Data Specialist trained in database systems management using a variety of technology platforms.

SKILLS

- SAP Master Data, including Material, Vendor & Customer Master
- Proficient in Word, Excel, PowerPoint, Outlook, Adobe Acrobat
- Ability to quickly learn and navigate proprietary systems and web-based applications
- Strong verbal communication
- Self-motivated
- Team leadership
- Operations management
- Database management

EDUCATION

The Ohio State University
Newark, Ohio • Spring 2007

Bachelor of Arts: Education

WORK HISTORY

Abb Ltd - SAP Master Data Specialist

Fort Smith, AR • 10/2013 - Current

- Responsible for creating and maintaining all Customer, Vendor and Material Master records for US, Canada, Mexico and China.
- Produce monthly reports using advanced Excel spreadsheet functions.
- Experience in QM SAP Module.

Bnp Paribas - Mortgage Banker

Ceres, CA • 08/2012 - 08/2013

- Responsible for creating new business through inbound and outbound telephone leads and assisting clients through entire mortgage/refinance process while maintaining the highest level of customer satisfaction.
- Created and maintained a book of business that totaled \$5 Million - \$15 Million on a monthly basis.
- Originated, reviewed, processed, closed and administered customer loan proposals.

Lennox International - District Customer Service Manager

Odessa, TX • 09/2011 - 08/2012

- Responsible for the oversight of five fitness centers and supervisory responsibility for four facility managers.
- Directly supervised 22 employees at Urban Active Polaris, indirectly supervised 4 facility managers and 54 additional employees spread out over the remaining 4 locations.
- Other duties included, but were not limited to - A/R and collections, Scheduling, Inventory management (company leading less than 2% shrinkage monthly).

Dairy Farmers Of America - Customer Service Manager

Homewood, AL • 05/2008 - 09/2011

- Managed retail shop and café- Gross monthly revenues exceeding \$15,000/mo.
- Top 3 in sales for the company.
- Supervised 22 customer service employees directly at Urban Active Polaris.
- Other duties included, but were not limited to - A/R and collections, Scheduling, Inventory management (company leading less than 2% shrinkage monthly).