

# JESSICA CLAIRE

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## Professional Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## Skills

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## Work History

### Senior SAP FICO Consultant, 10/2012 to Current

Infosys – Allen Park, MI

Environment: SAP R/3 ECC 6.0

- The largest American-owned media conglomerate worldwide with an annual turnover of over \$3 million worldwide, employing in excess of 4,000 people and operations in more than 50 countries
- Global project scope (4 phases) encompasses systemic migration to New General Ledger to support a growing and diversified client base
- Part of the migration and phase 3 implementation team for configuration and customization of the New GL
- Performed analysis of current firm-wide business processes to assess the usability of the current "AS-IS" document. Co-authored a GAP business process analysis report and presented a "TO-BE" business blueprint document to all relevant stakeholders. Blueprint suggested a complete restructuring of G/L accounts by means of systematic account number range assignment
- Configured the LSMW for data migration from legacy systems: defined field-mapping conversion rules, maintenance of fixed values, user-defined routines, data conversion, and created/executed batch-input sessions
- Customized and configured new chart of accounts, account groups. Defined employee tolerances and field status groups; implemented procedure for document reversals. Created the G/L master data and stipulated the set of accounts with multiple currencies and managed open item clearing
- Heavily involved in implementing the migration from Classic GL to New GL through various phases of the migration cockpit
- Configured all cross company-code G/L transactions: document parking / posting; wrote end-user documents for the month-end closing process. Customized screen layouts for document posting at the G/L level and account level, foreign currency document clearing/posting
- Assigned scenarios; implemented document splitting and parallel accounting to support global reporting standards. Shared co-responsibility for the total configuration of transfer from classic to extended withholding tax platforms
- Configured and implemented a range of financial statement versions to support reporting requirements at the segment level

### Senior SAP FICO Consultant, 10/2010 to 08/2012

Infosys – Beaverton, OR

- Switzerland's largest retail company, supermarket chain and employer, with total revenues in excess of \$25 billion
- Project scope encompassed data organization and the facilitation of rapid data retrieval from 37 warehouses, 800,000 items and 3,500 deliveries through implementation of enhanced organizational structures
- Part of the implementation team for the customization and configuration of the Bank Accounting, A/R, A/P, and AA sub-modules
- Assisted the Treasury team in configuring and testing lockbox (in conformance to the BAI2 format) and EBS processing programs, which were designed to handle negative values, credit memos, remittance advice and pre-defined Credit Limits for Customers
- Defined the LSMW object for uploading asset master data and restructured the subsequent vendor and customer master records that existed in legacy data. Defined customer and vendor payment terms, payment blocks, and reason codes for payment differences according to the Dunning system. Configured account determinations for write-offs
- Implemented the automatic payment program, which was designed to enable processing of cash, wire, ACH and check payments
- Created AP custom reports for month-end closings
- Customized screen layouts for the asset master data, asset sub-ledgers. Worked extensively on configuring the chart of depreciation and depreciation areas; customized depreciated keys for planned, special and unplanned depreciation runs
- Defined transaction types and account assignments for all fixed assets, including acquisitions and retirements
- Heavily involved in assessing integration points of AA with IO. Go-Live and Post Go-Live support included liaising with the A/ and Purchasing departments to implement new business processes to facilitate data transfer between legacy and beta systems

### SAP FICO Consultant, Current to Current

Deloitte

Environment: SAP R/3 ECC 4.6

- The leading provider of installation and service of satellite dishes and related products. An exclusive provider for Dish Network in numerous U.S states, with an annual revenue exceeding \$20 million
- Project scope encompassed the implementation of classic GL and the organization of customer / supplier accounts to enable real-time, rapid access to specific receivables and payables information
- Part of the implementation team for the customization and configuration of GL, A/R and A/P sub-modules
- Collaborated with key stakeholders to document the "AS-IS" process. Performed data validations and account determinations for SAP R/3 business mapping, identified data conversions and potential interface requirements in preparing "TO-BE" business blueprint deliverables
- Data gathering and documentation process from eight different standalone legacy systems prompted the creation of universal business process flows and a customized master dataset
- Heavily involved in the streamlining process for customization of the company GL master data: configured the chart of accounts, account groups, document number types and ranges, employee tolerances, field status groups, posting keys, document posting/ parking/reversal processes
- Customized the standard PTP business process to incorporate company specific data regarding purchase requisitions/orders, GR/IR verification, clearing processes, manual incoming payment handling (including payments with differences), and document clearing
- Defined customer and vendor master records and implemented the automatic payment program to handle invoice postings, payment installments, residual calculations, interest payables and post-tax payables
- Validated and documented customer and vendor banking information. Maintained accounting clerks. Defined payment terms, payment blocks, and customer tolerances, and a single A/R reconciliation sub-ledger account for customer transactions. Configured the bills of exchange and down-payment processes for customers
- Produced custom AR reports for the month-end close to demonstrate item detail of open and closed customer invoices

## Education

Bachelor of Arts: Business Administration, 2013

San Francisco State University - San Francisco, CA