

# JESSICA CLAIRE

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## Summary

To secure a responsible and challenging position where I can utilize my innovation, strategic thinking and leadership skills to the success of the company.

## Highlights

- Microsoft Office Suite -Analytical Thinking / Problem Solving Skills -Budget and Cost Containment / Analysis -Proficient in Building Spreadsheets using Excel
- Working in Teams & Independently -Experience using Citrix/ Optiva - Product Management & Research -Experience using Ariba
- Vendor Management -Experience using SAP/ BI
- Fluent in complex spreadsheets and models -Experience with SAP ABAP
- Solid project and change management skills -Experience using BPCS & CLM

## Accomplishments

### Experience

#### SAP Coordinator, 06/2015 to Present

##### Ashland Chemical Company – South Hackensack, NJ

- Responsible for ensuring the integrity and efficiency of the SAP system (including EDI); supporting the business processes, understanding SAP blueprint and coordinating all SAP related changes (ex. fixes, new features, and upgrades) Manage the timeline, budget, execution and project communication of various Business Technology related projects with various SAP modules in: SD (including EDI), MM, WM, FICO, & BW.
- Issue recommendations and make technical decisions in order to timely deliver efficient and cost effective solutions on technical topics.
- Support existing SAP processes and related user operation of system, including: categorizing user questions and creating tickets; reproducing the problem in QAS.
- Coordinate SAP fixes, new features or upgrades and ensure the proper resolution to these changes: ticket, implementation or coordination of the implementation in DEV, unit testing, integration testing in QAS including follow-up, documentation, training, roll-out or coordination of the roll-out in PRD once change is approved in QAS.
- Plan, organize, and control activities and develop internal work procedures to assure consistent and quality services.
- Stay current with developments within SAP field and strive to continuously maintain expertise in use of SAP system.

#### Procurement Systems Analyst, 11/2012 to 06/2015

##### Kipp Houston Public Schools – Houston, TX

- Responsible for the contracting process (creation, maintenance & issue resolution) ensuring competitiveness, limiting risk, and driving Enabler and Total Procurement Value (TPV) targets.
- Coordinate all systems operations to provide global procurement with required reports and metrics to manage contracts effectively; this includes SAP, Envision and Invoice Management.
- Lead role regarding the execution of the 7-module Global Procurement On-Boarding program including training of new employees as well as new updates and/or refresher training and tutorials to the procurement team and other departments within the WHQ.
- Principle interface to Corporate Procurement, Operations, provide input into contract system processes to support overall communication between corporate and plant buyers.
- Responsible for updating and distribution of a monthly procurement dashboard / KPI's.
- Actively collaborate with internal and cross-functional teams (Finance, Supply Chain, Global Strategic Sourcing, FASS) to collect, analyze, and monitor category specific information to drive efficiency and productivity regarding the P2P (procure to pay) process.
- Involved in implementing and conducting testing on Ariba Spend Visibility.
- As subject matter expert, actively participate and contribute to corporate power user team, taking a leading role in projects, activities, reports and process improvements for SAP.
- Provide high level reporting of category, inventory and spend analytics for global procurement including senior management.
- Maintain SAP health metrics troubleshooting invoice exception and leveraging reporting tools such as spend analytics, inventory and forecast reports as well as supplier Quality Scorecards.

#### Supply Specialist, 03/2011 to 03/2012

##### International Trucks – Elmendorf, TX

- Worked alongside the Strategic Sourcing group and Director of Supply Management to tailor category strategies to fit the business and balance global versus regional or business team needs.
- Lead the communication of approved sourcing strategies, key market factors, supplier capabilities, cost trends and forecasts to key stakeholders in the business ensuring support and commitment to the strategy.
- Managed all projects involving changes to the product offering (new product introductions, discontinuations, testing/approval needs and specification or performance expectations) effectively delivered on all critical timelines.
- Worked in conjunction with the Strategic Sourcing group to evaluate and lead innovation and cost savings projects that are initiated by either the business unit or supplier.
- Delivered Supply Management best practice process support to the plant material supply coordinators and managed ongoing tactical supply operations and relationships, monitoring, reviewing and improving supplier performance in cooperation with other functional areas.
- Provided volume forecasts for planning and budgeting purposes for Frozen Bakery Packaging.
- Ensured pricing was accurate with the packaging vendors.

#### Financial/Supply Chain Analyst, 06/2010 to 10/2010

##### Burberry – City, STATE

- Assisted the Director of Planning and Finance in all finance matters relating to the Distribution cost centers to ensure accuracy of monthly reports, forecasting and budgeting as well as to ensure that the service that the Distribution Center provides to the Supply Chain functional departments is maintained.
- Delivered and tracked all Distribution center related costs including workflow modeling and operating costs for all Burberry Americas.
- Responsible for the analysis of Distribution center operating costs, charge backs and shrinkage.
- Provided transparency, opportunities and risks to the budget or forecast alongside weekly Logistics Task force Preparation.
- Liaise effectively with the London and the NYC finance teams for month end close, inventory shrink results, forecasts and budgets.
- Provided advice to the cost center managers to enable them to complete requests for operational and capital expenditure in line with best practice Responsibility for the maintenance and preparation of the monthly management reports, reporting variances to prior year, budget and forecast - Corporate Summaries, Accrual Schedules, Central Cost Summary, Capex Schedules, Headcount Data, and Logistics Task force Preparation.
- Planned and consolidated the Distribution budget and forecast process as well as payroll.

## Education

#### B.S: Finance, 2009

##### Rutgers, The State University of New Jersey

Finance

#### B.S: Business Management, 2009

Business Management

## Skills

ABAP, Accrual, balance, blueprint, BPCS, budgeting, budgets, Budget, BI, business processes, change management, Citrix, contracts, documentation, driving, EDI, senior management, features, Finance, forecasting, functional, innovation, inventory, Logistics, Director, market, Excel, Microsoft Office Suite, modeling, month end close, Packaging, payroll, pricing, Problem Solving Skills, processes, Corporate Procurement, Procurement, Product Management & Research, Quality, reporting, SAP, SD, sourcing strategies, specification, Spreadsheets, strategy, Strategic Sourcing, Supply Chain, troubleshooting, upgrades, Vendor Management, workflow