

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

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Highly energetic team player and fast learner with excellent work ethics and organizational skills. Hardworking individual with the ability to manage multiple projects and consistently meet deadlines. Possesses strong communication, time management skills, and a problem solving aptitude. Flexible analyst who excels in a fast-paced environment looking for a position with growth opportunities.

## SKILLS

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- SAP FICO
- Hyperion Planning 11.1.2.3
- Smartview/Essbase Excel Add-In
- Essbase Administrative Services
- Business Rules/Calculation Scripts in C++ language
- Financial Reporting Studio
- FDM/ODI
- Python Language (In Progress)
- Active/Quick learner
- Organized multi-tasker
- Dedicated team player
- Time Management
- Interpersonal Skills
- Business Communication
- Attention to detail
- Focus on Results
- Analytical Skills

## PROFESSIONAL EXPERIENCE

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05/2014 to Current **SAP Functional Analyst**

Fujifilm Diosynth Biotechnologies – IL, IL

- Finished complete training in SAP FICO.
- Configure company code, General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Cost and Profit Center Accounting (CPA) and Internal Orders.
- Document processes and project requirements.

Projects at CompQsoft:

Avid Technologies, Boston, MA - Jr. SAP FI/CO Consultant

April 2017 - Current

Responsibilities:

- Preparation of Blueprint for implementing the project.
- Configure company code, General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Cost and Profit Center Accounting (CPA) and Internal Orders.
- Looking for improvement opportunities in business systems.
- Enhancement of the SAP for end user based on requirement Document processes and project requirements.

Lockheed, Marlton, NJ - Jr. SAP FI/CO Consultant

Mar 2015 - Oct 2015

Responsibilities:

- Tickets resolution and answering questions for client.
- Responsible for determining details of problems which include recreating the issue, finding the point of failure, and providing a solution.
- To have the high level of application or product understanding.
- Able to understand both the standard application features as well as the detailed components of the customized features.
- Responsible for making changes, migrating them, completing the ticket and communicating the change to the client to close tickets.
- Co-ordination of problem tickets with offshore resources (functional as well as technical) to ensure that the tickets are resolved within the stipulated SLAs.
- Ensuring that offshore team resources are properly informed, help them in solving tickets where required and ascertain that the tickets are resolved.

HP, Houston, TX - Jr. SAP FI/CO Consultant

Sep 2014 - Jan 2015

Responsibilities:

- Preparing and validating the configuration for FI and CO.
- Colluded with the Key users to study and understand the existing business procedures and documented the processes.
- Mapped the processes onto the SAP system and also prepared the "To-be processes" document.
- Configured the FI and CO settings on the development server and transported onto the testing and ultimately to the production server after successful testing by users.

08/2015 to 02/2017 **Jr. Financial Analyst**

Pae Government Services Inc – Providence, RI

- Worked at Tidewater full time and worked a few hours at CompQsoft for SAP support
- Learned functional and technical understanding of Hyperion Financial Planning.
- Created new data forms in Hyperion based on users' needs and that would be beneficial to the company and improved the Task List.
- Created and updated several reports using Hyperion Financial Reporting Studio.
- Collaborated with internal and external IT technical resources to enhance the capability and usability of financial systems within the company.
- Developed MRM forecasts and other related reports with projected data from Hyperion and actual data from Peoplesoft.
- Provide recommendations based on analysis and planning process and assisted with training area personnel in data output/input within the Hyperion system.
- Created documentations on processes in Hyperion and other related software for audit purposes, technical guidance, and support to end-users.
- Wrote calculation scripts and business rules in Hyperion Planning and Essbase to improve user functionality in C++ language.
- Ran daily Peoplesoft and Hyperion processes to keep Hyperion and Peoplesoft up to date and sync. Good knowledge of ETL tools such as ODI and FDM.
- Improved and documented the application security in Hyperion Planning, Hyperion Essbase, and Essbase Integration Services.

## EDUCATION

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May 2014

**Bachelors of Business Administration: Marketing**

Houston Baptist University - Houston, TX

Coursework includes: Accounting, Economics, Finance, Statistics, MIS, Management, Negotiations, Marketing, Speech and Communication, Psychology, etc.