

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

An Accounts Payable Position with a Global Company that fully utilizes my SAP experience and Administrative knowledge. Summary of Qualifications Seven years of experience in various administrative roles, Accounts Payable, IT Contracts/Procurement Software and Real Estate Contracts / Procurement. Six years of experience using SAP FI/CO Modules Twelve years of basic office skills using MS Office Word, Excel I am well organized and detailed oriented

SKILLS

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

EDUCATION

LeTourneau University
Houston, TX • 5/2015

Bachelor of Science: Accounting

Hargest Vocational School
Houston, TX • 1992

Associate of Science: Accounting

Conroe High School
Conroe, TX • 1984

Diploma: General

WORK HISTORY

Halliburton Energy Services - SAP Master Data Administrator II

City, STATE • 03/2010 - Current

- Responsible for the data analysis, data entry, data accuracy and change control for the Customer and Vendor master data in the SAP.
- Create and/or modify master data, that directly impacting the company's ability to execute business process and the effectiveness of reporting.
- Analyze, monitor and review the quality of master data in accordance with standards, policies and procedures.
- Globally interface with internal teams on a daily basis Analysis reports to ensure and protect the integrity of master data by eliminate duplicates/obsolete vendor and customer data.

Fluor Corporation - Sr Real Estate Administrator

City, STATE • 10/2006 - 02/2010

- Assist in preparing, updating and maintaining all lease documentation, maps and lease records in SAP-RE.
- Ensured information was in compliance with all local, state and federal agencies and regulations.
- Submit orders for plan drawings Review, categorize and file maps, satellite and aerial images.

National Oilwell Varco - Sr Account Payable Analyst

City, STATE • 10/2004 - 10/2006

- Processed 300+ invoices a day in SAP-FICO.
- Match vendor invoices to purchase order information and resolve discrepancies.
- Transitioned into AP Analyst position approved and initiate payment for vendors in alpha vendors for B, E, J and P.
- Verify vendor data, correct payment and discount terms, trace missing invoices and payments for alpha vendors B,E, J and P.
- Process expense reports, initiate expense approval Invoice and PO reconciliation.
- Answer vendor inquiries on outstanding invoices.

Fluor Corporation - IT Software

10/2000 - 08/2004

- Review and process Purchase Requisitions and SAP Purchase Orders while implementing procurement strategies, policies, and procedures.
- Serve as the key point of contact for Fluor Internal Customers, Authorized Requesters, Global Supply Managers.
- Conduct training on PR to PO processes to new Procurement team members.
- Updated Procurement policies and procedures, and Contract Database Work Instructions.
- Manage the post-signature contract administration process for indirect procurement including scanning contracts into the Contract Database, distributing contracts in accordance with Global Supply Manager instructions, and filing contracts.
- Maintained Purchase Orders, and Contract Database records.