

Jessica Claire

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PROFESSIONAL SUMMARY

Experienced Electronic Data Interchange Analyst with a demonstrated history of working in the automotive industry. Skilled in Operations Management, Management, SAP ERP, Continuous Improvement, and ISO Standards. Strong information technology professional graduated from Limestone College.

SKILLS

- Organization and Time management
- Self-motivated professional
- Teamwork
- Flexible & Adaptable
- Multitasking abilities
- Analytical skills
- Project Management
- Adaptability
- Team Leadership
- Operations management
- Logistics Operations
- Data analysis
- Team Leadership
- Interpersonal Communication

WORK HISTORY

EDI/SAP FUNCTIONAL ANALYST 07/2016 to CURRENT

Cargill, Inc. | Mentone, IN

EDI implementation for automotive – EDI (X12/EDIFACT/VAN/OFTP) – Support third-party EDI development staff with the document mappings while managing EDI-related developments with the customer by coordinating the testing, implementation, and approvals
Responsible for analyzing and designing specifications used for enhancements and extensions in EDI applications, interfaces, mappings, cutover plans, and activities.
SAP implementation and support of EDI, SD, MM, PP, and LM modules
Prepare cutover plans and help deployment team in cutover activities
Interpret end users' problems with the ERP system; EDI data loads; supplier portal posting; or, production line programming as related to EDI or the ERP system: answering questions, and providing solutions with minimal or no supervision for all business units including production line areas – over the phone
Design and develop trading partner barcode shipping labels as per customer specification with the occasional aid of the ERP development staff

IT/MANUFACTURING DEVELOPMENT 09/2010 to 06/2016

Advantest America Corporation | Chandler, AZ

Program manager of the QAD implementation
Project manager of the EDI implementation (X12/VAN)
Liaised with third party supplier and coordinated resources for production line program development to meet customer sequencing, labeling, and shipping requirements during QAD implementation
Set up and maintained ERP system roles and responsibilities for QAD and Trans4m
Provided support for system functional, operational, and technical issues
Maintained EDI and Manufacturing Business Analyst role and responsibilities

ED/MANUFACTURING BUSINESS ANALYST 08/2005 to 08/2010

Barrett Business Services | Bountiful, UT

Coordinated projects and provided accurate end-user information based on complex analysis
Worked as a team member on department projects to include design, development, planning, implementation, and support roles
Collaborated with various business units in the organization to facilitate implementation of new or improved reporting processes and functions
Identified and resolved systems issues using ERP solutions
Designed and developed trading partner barcode shipping labels as per customer specification with the occasional aid of the ERP development staff
Documented work instructions for the end-user on all trading partner specifications and shipping labels
Designed and developed production line identification labels per business specification with support of production line program development staff for implementation
Analyzed and designed specifications used for enhancements and extensions in EDI applications, interfaces, and mappings.
Continued Technical Services Specialist role and responsibilities

TECHNICAL SERVICES SPECIALIST 06/2001 to 08/2005

Mekra Lang North America | City, STATE

Confirmed program objectives and specifications by testing new programs: compared programs with established standards, making necessary modifications
Evaluated vendor-supplied software by studying user and production line objectives then tested software compatibility with existing hardware and programs
Supported ERP implementation and installation of Trans4m
Organized and assisted third party support to create applications, programs, and interfaces for production lines
Support third party EDI development staff with the document mappings while managing EDI-related developments with the customer by coordinating the testing, implementation, and approvals
Set up and maintained ERP system roles and responsibilities for Trans4m

SYSTEM ADMINISTRATOR 04/1997 to 06/2001

Hansen International, Inc | City, STATE

Sustained three locations
Maintained network; hardware; internal phone system; company phones and pagers; and, computer systems and network servers
Provided documentation and technical specifications to executive management for planning and implementing new or upgrades to the IT infrastructures
Assisted helpdesk support efforts by making sure all desktop applications, workstations, and related equipment problems were resolved promptly with minimal or no supervision for all business units including production line areas
Supported an ERP implementation and installation of MAS90

DATA ENTRY 01/1995 to 03/1997

Hansen International, Inc | City, STATE

Performed work order entry and reporting for production lines
Supported ERP implementation of MAS90

EDUCATION

Project Management Certificate | Project Management 06/2018
University of South Carolina - Columbia, Columbia, SC

Enterprise Resources Planning (ERP/SAP) Certificate | Business 06/2017
Georgia Southern University, Statesboro, GA

Bachelor Of Science | Information Technology 06/2000
Limestone College, Gaffney, SC

Computer Operator Certificate | Computer Science And Programming 06/1992
Allegheny College, Meadville, PA

CERTIFICATIONS

- C_TERP10_67 Application Associate - Business Foundation & Integration with SAP ERP 6.07 - 2017