

# Jessica Claire

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## PROFESSIONAL SUMMARY

Bilingual enthusiastic, resourceful graduate with academic and professional background in marketing and SAP SD. Versatile and skillfull in establishing priorities while meeting up challenges head on. Experienced in project management and teamwork jobs.

## SKILLS

- Organizational skills
- Outstanding interpersonal skills
- Teamworking skills
- Analytic skills
- Excellent communication skills
- Fast learner
- Bilingual (English/Spanish)
- Adaptable and Proactive

## WORK HISTORY

### SAP JUNIOR CONSULTANT

01/2015 to 11/2015

#### Porsche | Costa Mesa, CA

- Participated in the design and assignment of new user roles based upon the security restructuration in the areas of accounting, administration and sales of one of our clients.
- Monitored the implemented solutions while attending to the user's doubts, needs and requirements of custom modifications based upon the daily needs of the company for a period of 3 months.
- In charge of Q/A testing, writing reports and communicating back and forth between my supervisor and the client's project supervisor in their IT area for the logistic projects in the SAP environment.
- Customizing in the SAP environment regarding transactions in the Sales and Distribution module, mass uploads for the Material Master and pricing modules.

### MARKETING ASSISTANT

01/2014 to 10/2014

#### Ga Telesis | Fort Lauderdale, FL

- Evaluation and consolidation of the customer information in the current database as part of the implementation of a new CRM software.
- In charge of doing budget and progress reports for the promotion events regarding the brand Projectwise from Bentley and the different construction software suites from Autodesk.
- Elaboration and evaluation of KPIs reports regarding the Digital Marketing campaign of the Bentley Systems brand.
- Gathered prospect client's information and reported the results of the marketing campaign that took place at Expo Arcon (Construction fair in Lima)
- Participated in sales through telemarketing during the promotional sellouts of the portfolio brands from Bentley.

## EDUCATION

### Bachelor of Marketing

Universidad de Lima, Lima, Peru

2014

## CERTIFICATIONS

- Instituto Peruano de Marketing, Graphic Design Technics: Photoshop, Illustrator, InDesign (2011)
- Cibertec, Microsoft Office Advanced: Word, Excel y Power Point (2012)
- Idiomas Católica, English Advanced (2002-2007)
- Centro Integral de Educación Continua, Course of Retail & Category Management (2014)
- Cibertec: Java Fundamentals (2015)
- Asociación Cultural Peruano Britanica, Preparatory Course for Cambridge English Advanced (CAE) (2015)
- CSTI, Intern Course: Basic SAP SD (2015)
- Capacita SAP, Course of SAP MM (2015)