

# Jessica Claire

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## Professional Summary

A versatile and results-driven professional with a highly successful background in finance, procurement and supply chain management requiring a strong supplier relationship.

A competent strategist capable of developing innovative plans and activities designed to facilitate competitive growth and competitive superiority.

Possesses excellent interpersonal, communication and negotiation skills, the ability to influence decisions and to develop positive relationships both internally and externally.

Attentive to detail with a practical approach to problem solving while demonstrating the organisation and prioritization required to achieve tight deadlines, budgets and deliverable.

Enjoys being part of, as well as managing and motivating, a successful and productive team and thrives in highly pressurized and challenging working environment.

## Skills

- Product development
- Technical analysis
- Technical writing
- Data collection and analysis
- Team Building
- Project Organization
- Operational Improvement
- Process Improvement
- Business Operations

## Work History

- 08/2018 to Current    **SAP MM Functional Consultant**  
**Cognizant Technology Solutions** – Westford, MA
- Evaluated and adopted new technologies to address changing industry needs.
  - Reviewed performance benchmarks and established metrics for future tracking.
  - Applied knowledge of data modeling and statistical analysis to note trends and draw conclusions.
  - Guided various aspects of acquisition process, including due diligence, contracting and valuation.
  - Planned and conceived computer systems using information engineering, data modeling and structured analysis.
  - Organized system infrastructure documentation and operating procedures, strengthening controls and enhancing overall performance.
  - Mapped processes to holistically examine business flow and identify improvement opportunities.
  - Monitored employee tasks, evaluating information processing and performance to gauge business functions and inefficiencies.
  - Documented procedures and business processes and shared information with appropriate stakeholders.
  - Presented business leaders with cost-benefit and return-on-investment estimations to drive project planning and execution.
- 10/2011 to 06/2018    **Inventory Analysis & Accounting Lead**  
**Lockheed Martin** – Goleta, CA
- Demonstrate application in configuring Material Master, Purchase Requisition (PR), Request for quotation (RFQ), Purchase Order (PO), Agreements, Information records, Release Procedures, Pricing, Automatic Account determination, Inventory Management, Reservation, Transfer Posting, Stock Transfer and Physical Inventory Process, Valuation and Batch Management.
  - Design SAP solutions in the MM module of ECC 6, by leveraging specialist level functional and configuration knowledge to improve daily routes.
  - Analyze, resolve, and track end-user issues and problems as they relate to material management, warehouse management and inventory management business process.
  - Promptly respond to tickets raised on MM issues by end-users to help improve operational efficiency and effectiveness.
  - Reduce total inventory value by \$12 million in the region through implementing inventory management tools such as managing inventory targets (including safety stock levels) as approved by management therefore reducing obsolete inventory by 60% in 5 years.
  - Review and ensure that Control reports generated in SAP as a result of changes made by specific users during issuing/handling, excess stock management, inventory count exercise, etc. are reviewed in a timely manner for integrity and accuracy.
  - Conduct an extensive Price verification exercise to determine the approved Price for production materials prior to outline agreement approval.
  - Raise purchase requisition as appropriate against relevant plant and route to relevant buyer for release to appropriate procurement DOAG.
  - Efficiently source and procure by collaborating with a global network of business partners.
  - Optimize customer service and profitability by balancing supply and inventory to meet dynamic demand at optimum cost.
  - Follow up with supplier to ensure required items are delivered timely.
  - Generate and review fast/slow/medium, dormant, newly cataloged, drilling, overstock and non stock report and advise management on availability or for sale towards optimizing inventory.
  - Conduct a daily review of Material Requirement Planning (MRP) report to avoid a situation of stock-out or excess stock.
  - Planning of procurement, production, inventory control, logistics and distribution.
  - Accurately calculating total supply chain costs in relation to proposed new projects.
- 10/2009 to 09/2011    **Material Coordinator**  
**Exxon Mobil** – City, STATE
- Managed receiving operations and proper storage of incoming materials.
  - Adhered to all safety protocols and standards when operating equipment such as overhead cranes and forklifts.
  - Worked with project managers to determine schedule and volume requirements in order to effectively coordinate deliveries and maintain supply levels.
- Facilitated effective customer interface and ensured the performance standards agreed with the customers are achieved and maintained.
- Ensured full compliance to all materials procurement and logistics policies and procedures as appropriate, thus ensuring an efficient and auditable material procurement trail.
  - Provided an efficient and cost effective procurement and Logistics support, providing timely value added solutions and expertise to materials procurement and logistics requirements.
  - Liaised regularly with Materials Analyst and Expeditor to ensure effective processing of requisitions for materials and services to meet cost, quality, quantity and delivery requirements, and in accordance with company guidelines and procedures.
  - Provided materials procurement and logistics control reports and catalogue to ensure compliance to all procurement guidelines and processes.
  - Vet and ensured all materials and logistics documentations for the supply of goods, services, enquiries, call-off orders, purchase orders and invoices are in accordance with the company’s policy.
  - Identify and implement proven supply chain value adding techniques in the management of inventories and project materials purchases.
  - Reviewed quarterly budgets for individual wells and ensured credit or debit is given to all wells as appropriate.
- 05/2007 to 09/2009    **Payables Process Analyst**  
**Exxon Mobil** – City, STATE
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
  - Problem invoices are parked into workflow to determine what the actual problem was, and subsequently returned to vendors for error correction or solved through the business line if it was internally generated problem. Proficient in the use of related technologies to issues resolution & Invoice Processing.
  - Receiving & Checking Invoices in SAP to ensure compliance with
  - Integrate SAP and MS Excel to determine invoices paid and subsequent filing for onward movement to library in Head office.

## Education

- 03/2005    **Bachelor of Science: Economics**  
**University of Lagos** - Lagos
- 06/2003    **Higher National Diploma: Accounting**  
**Lagos State Polytechnic** - Lagos