Dear Prospective Employer,

I have 20+ years’ experience as a Business Analyst in the Semi-Conductor Industry as well as Wholesale/Retail Manufacturing environments.

My role as Operations Manager included; general accounting, sales, production and inventory planning, logistics, purchasing of raw materials and turnkey inventory. I have very strong analytical and problem solving skills. I have created and managed budgets, manufacturing build schedules, managed inventory, assembly, shipping and receiving departments.

My primary responsibility as a Business Analyst was to act as a Team Lead during the implementation of multi-million dollar ERP Applications. Order Processing, Procurement, Inventory and Manufacturing systems are my strongest area of expertise followed by General Accounting. Implementation tasks included; documenting current procedures, documenting system requirements, project plans, system implementation, report writing, training and roll out.

After completion of the initial implementation, my role was to support day to day operations which included; report writing for all departments, application support, hardware support, defining requirements for system modifications, writing technical specs for developers, testing, debug and rollout. Other responsibilities included year end close and Sarbanes Oxley testing.

I have exceptional experience using Microsoft Excel, Word and Outlook, Quick-Books, JDE, IBM AS/400 and other manufacturing and reporting systems.

Thank You for your consideration,

Cathy Sechrist

408-828-1751

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