

CAREER PROFILE

Experienced technical, operations and administrative professional with experience and a proven ability to lead all operations within a fast-paced environment. Experienced in overseeing large-scale system implementations, creating detailed system specifications, and managing complex technical systems. Highly adept in maintaining technical software systems along with maintaining positive rapport with co-workers, vendors, and clients.

Proficient in: Visual Basic, C, Advance C, Java, SQL, Oracle, Access, dBase, Centra System Technical System, SAP PLM, and HPQC Testing Software, Work Flow development.

html, CSS and JavaScript, github, Nodejs, Express, Mysql, MongoDB, Reactjs and

KEY COMPETENCIES

<ul style="list-style-type: none">• System Implementation• Document Control• Project Management• System Analysis	<ul style="list-style-type: none">• Vendor Management• Data Management• Project Workflow Development• Process Improvement	<ul style="list-style-type: none">• Team Leadership• Training/Coaching• Technical Writing• Staff Management
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PROFESSIONAL EXPERIENCE

CHURCH & DWIGHT CO., INC.

Specification Assistant

Documentation Specialist/Centra 2000 System Administrator

- Directly manage a variety of administrative and operational functions within a fast-paced environment with a focus on increasing productivity and efficiency
- Play a lead role in generating several in-depth reports which includes the daily specification release report in addition to processing both log-on and input waivers
- Act as a member of the SAP PLM team which includes attending PLM meetings, analyzing current systems, and developing streamlined processes
- Administer several system operations which include assigning users to groups for specification approval, update vendor listing, and provide technical support as needed
- Identify trends and system needs in order to develop appropriate specifications, reconcile errors within the PRF, and process engineering change request forms
- Maintain a keen knowledge of workflow development/management, technical writing, system validation, data mapping, and data migration
- Recognized as a member of the EDM team which required working closely with Project Managers during system design, testing, and implementations
- Review/verify the installation and testing of Centra 2000 software which included interpreting error codes, troubleshooting technical issues, reconciling error logs, and overseeing system rollouts

Additional Professional Experience Includes:

- Technical Writer, General Motors
- Technical Writer, GE Astro

Rutgers Coding Bootcamp – March 2019

EDUCATION & PROFESSIONAL DEVELOPMENT

Applied Science, Computer Information Systems

DEVRY INSTITUTE, NORTH BRUNSWICK, NJ