**Natosha E. Walden**

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**Professional Summary *≥20 yrs*:**

* Sr. ERP Source to Pay, Procure to Pay, as well as Order to Cash, Business to IT Liaison, Techno/Functional Business Analyst, with a strong Business Superuser/SME background, and extensive on the job technical experience. I became necessary as a Business to IT Liaison once business key players hired IT consultants that were dictating IT systems to dictate processes, and that is not an accurate depiction of operations. I have worked throughout Global Fortune 500 businesses as SAP and Oracle systems were being introduced as the new ERP real time data scheme systematic business process driving force for visible, accountable financials. These systematic implementation changes, led to Publicly Traded Business **SOX compliance** requirements and visibility being a necessity -vs- Private Business non-SOX compliance procedures becoming less relevant, due diligence, approval workflow, checks and balances for better cash flow visibility, and Big Data priorities. Working my way thru dept workflows: Project Accountant/Project Controller/Project Coordinator/Project Manager – Non -SOX to SOX compliant Process and Procedures for a range of systems: AS400 – ERP, E- Procure – E-Invoice, Enterprise and Cloud Based. Providing testing documents, use cases, data cleansing, migration, and integration, along with SIT, UAT, and Regression testing scenarios, scripts and documentation for Audit. Tracking of Defects, RAID’s, and Action Items for deliverables. Capable of Translating business goals into appropriate solutions while assessing feasibility and optimization of the solution. Participates in the development of cost/benefit analysis.
  + - 4 E2E Decision - Procure Buy side – MA/OLA/SLA- process - **Contracts Lifecycle Management ECC – MM**
    - 3 E2E Decision - Sales Order side – MA/OLA/SLA process - **Contracts Lifecycle Management ECC – SD** \*\* with further specific SD configuration (Super-User SPRO) \*\* SAP Best Business Systematic Practices
  + E-Sourcing CLM – PI middleware integration – different Master Data required for Sales contracts/Procurement contracts, along with Customer Master Data
* 6 Lifecycle SAP R/3 ECC 5.0/6.0/ 1- S4H/NetWeaver 5.0/6.0/7.0 EHP2, EHP5, EDI/B2B/IDOCS including Service Manager, SRM 5-7 catalog management, CLM 7-9, CRM, FSCM, ARIBA, Successfactors, Concur, Fieldglass/Kronos, HRM/SES, IS-Oil – Implementation Design to Post Support Ticketing Systems
* 2 Oracle Lifecycle 11i, 12i, Financials, Projects, Procurement & 3 – In-house ERP Systems Procure to Pay, E-Procurement to E-invoicing
* Heavy Multicultural On/Offshore successful project environment. This has allowed me to be successful with project coordination, management and collaborations for successful milestones and on time project deliverables for Global Streamlining, Acquisitions, Mergers and Joint Venture Project Process and Procedure Success for Internal/External Clients, Customers, and Suppliers. Solutions Architect

**Business Strength**: IC to Trade & Warehouse/Plant/Inventory Lifecycle Management: AP-Finance, Procurement, Supply Chain Management, Contracts, Supplier Relations Management, Projects, Production Planning, Scheduling, Third Party Labor, Logistics, Scheduling, Picking – Packing, Material Handling Units, Dangerous Goods ESHA/OSHA, Freight and Freight Payables, Inventory management with cycle counts, and replenishment strategies, Manufacturing -Make to Order/Order to Fill, Stock Transfer/Stock Transports, GI/GR/INV, GRC Security PPR role owner. Capable of identifying use-case scenarios, testing scenarios, true data structure, and identifying the requirements, analysis, role shadowing, for “AS IS” to “TO BE” creation, and creating training documents, and flexible styles for facilitation of testing and training. I can typically provide the UAT Testing Documentation for Audit purposes without outside business interaction.

**Strengths** **as Consultan**t: Techno-Functional Analyst, and a former Business SME resource: Facilitate Train the Trainer, create use-case scenarios, test scripts, data, and identify key role players in projects. Identify root gap analysis and capable of guidance towards solutions to their processes, from a system and business Best Practice perspective. My prior Business background allows me to gain business respect and trust to add guidance for solution architecture, and influence. Supporting solution designs and requirements for Technical Specification. Business verbiage, also by identifying common business “Pain Points'', while providing respected gap analysis and simple solutions. This allows for the capability of establishing a trusting corroboration platform between the business and IT consultants. My understanding of the business requirements with necessary knowledge of Data migration requirements, and my understanding of IT capabilities and requirements, allows for a respectable trusting onshore and offshore Project Team working harmoniously to achieve a Project success story.

* **8 Roles within Complex Implementations:** Worked with onshore/offshore/outsourced teams up to 15, utilizing PMIBOK strategy, with Agile Approach task related as well as deliverables with milestones. OTC and PTP Functional Analyst.
  + Creating WBS, SOW, Charters, and staying within budget for travel, and resources, along with matrix for on schedule. Facilitation of SOW, and BRD’s, phases, sprints, deliverables, facilitating meetings f2f, or virtual skype, and Webex. Create/Maintain Visios, providing workflow demonstrations and solutions, and system/business best practice.
  + Identifying and engaging with key end-users and upper management to establish necessary reports, and status updates for deliverables and milestones. Utilizing metrics such as: estimate-at-completion, estimate-to-completion percent, complete earned value. Budget and date information is reviewed, manipulated and adjusted as required. Dependencies, staffing plans, resources, along with budgets are identified, communicated and routed for Review, Acceptance, and Approval according to the schedule management procedures, established during project planning Workshops.
* **Organizational Change Management** – To establish an understanding of the “AS IS” process, and effectively translate to Future System GO LIVE, “To BE”. This is accomplished by working closely with Business Upper Management and Staff, while closely working with BA/FA/IT to transition, shift, and align human resources, for future system business process improvements flexibility, allowing streamlining and centralization efforts, where applicable.
* **Other Noted Excellent Skills -** JDE, IDEAS MMS, Maximo, SQL, Microsoft 7 - 10, Visio, Snag It, Snip It, PowerPoints, SharePoint Admin, Lotus Notes, Maximo, SQL, RWD, Excel pivot mid expert, Word, Access, MS Project AGILE/SCRUM, HP QC/ALM, Ticketing and Incident Systems -Remedy, Service Manager, HR – Fieldglass, Successfactors, Concur, Trackwise, Workday, Kronos, GIS, Facilitation of Virtual Meetings, remote access assistance, Webex, GEP AI E-Sourcing to E- Invoicing, Work Day, CATS, excellent written/verbal communication for PM, PC, BRD, BPP, Training material, Functional and Technical Specs, (CS email/phone certificates 1998-2001), LSMW

**Education:**

* **AIUOnline – BSIT Software Development 2018 – Current 4.0 complete Mar 2023**
* **LearnSAP** SAP FICO/MM Houston, TX

2013 certification classes **SPRO** FICO/MM- advanced config SAP Best Practice & NewGL

* **LoneStar College** Houston, TX

2013 Project Management Essentials and Fundamentals - certification classes

* **CAU** Atlanta, GA 1992-1995 3.5 GPA 100+hrs equivalent to AS - **\*1996 accepted to Duke Law School - High LSAT score**

**Technical Skills:**

| **Technology** | **Tools** |
| --- | --- |
| **Databases** | Oracle 11i, 12i, SAP R3 ECC 5.0 and 6.0, S4, JDE, |
| **IDE** | Weblogic Application Server 8.1, Apache Webserver, Toad for Oracle 9.1, eclipse 3.2.2 |
| **E-Com Frameworks/Web Technologies/ Programming**  **Languages** | C, Java, JavaScript, cXML (Commerce XML), AWL, XML, AML, SQL, Weblogic, JDBC, HTML |
| **Operating Systems** | Windows, Sun Solaris |
| **E-Procurement/E-invoice** | Ariba Buyer 7.1, Ariba Buyer 8.1, Ariba Buyer 8.2.2, Ariba Buyer 9R1, Ariba Upstream 9R1 [Ariba Contract Workbench, Ariba Category Management, Ariba Analysis], Resonance, SRM 6.0 – 8.0, CLM, GEP, Resonance, Tradeshift |
| **Web Products** | IntelleCat [eCatalog Management System] from Veriscape InSSAP GUI |
| **Tools** | IBM Clear Quest, IBM Clear case, IBM Filenet, Serena Dimensions 9.1, EMC Documentum, eRoom v7, Peregrine Service Center 6.2, Microsoft SharePoint, TrackWise, workday, QMS, HP ALM, UPerform |

**Work Experience:**

**Feb 2022- 09/2 022**

**Land O'Lakes(Hollstadt staffing)**

**Business Analyst for Finance RAR Team- PTP/OTC Lead for Acquisition Implementation SAP ECC6.0/ S4H**

* **Learn and Identify Current RAR process Integration Points while working with SME’s to migrate From JDE to SAP for acquisition design**
* **FA/P2P/OTC AS IS process to TO BE future process for future design and solutions**
* **Work with Business SME’s and Key stakeholders for Functional, and Technical Approval**
* **Provided SAP Best Practices and New Process Documentation for future state**

**Aug 2021 -02/2022**

**John Wiley & Son Remote- (Matlen Silver Group)**

**Business Analyst for Finance PTP Team Lead - Global SAP S4H Support**

* **Learn AS IS Process and support Business SME’s in design, testing and implementation phases Users on SAP to Ariba Errors from AP to Suppliers to Contracts**
* **Provide Solutions and Testing for Business Approval CHARMS Enhancements using Best Practice**
* **Manufacturing Inventory/Indirect and Direct issues with GI/GR/Log/PO/Inv issues**
* **Challenge IT/Virtusa Consultants with true Business Design and Processes so that the system would work better for the process not accepting consultant system design suggestions**
* **Capable of explaining to the business why the IT consultants need to design the system process and communicate it to the business so that the business could understand the necessary system process**
* **Provided Use Cases and testing for the business and allowed them to complete their UAT Pass/Fail/Regression Globally**
* **GRC Roles IC to Trade**
* **Security Process Writer for FI and ERP System**
* **Reporting suggestions and tester within B2B and EDI Reports for debugging assistance**

**Feb 2021 – 08/2021**

**GKN Aviation Remote (MPI- 1099)**

**Houston, TX**

**PM US Lead - Global Portal for E-Procurement to E-Invoicing**

**Responsibilities:**

* **Learn AS IS Process and support Business End Users on SAP to Ariba Errors from AP to Suppliers to Contracts**
* **Provide Solutions and Testing for Business Approval CHARMS Enhancements using Best Practice**
* **Manufacturing Inventory/Indirect and Direct issues with GI/GR/Log/PO/Inv issues**
* **Challenge IT/Accenture Consultants with true Business Design and Processes so that the system would work better for the process not accepting consultant system design suggestions**
* **Capable of explaining to the business why the IT consultants need to design the system process and communicate it to the business so that the business could understand the necessary system process**
* **Provided Use Cases and testing for the business and allowed them to complete their UAT Pass/Fail/Regression Globally**
* **Support the Divestiture of Colombia and switch from IC to Trade Process**
* **ARIBA Admin Rights for adding Procurement Groups and GRC Roles**
* **Security Process Writer for SCM Roles within the ARIBA Portal and ERP System**
* **Reporting suggestions and tester within B2B and EDI Reports for debugging assistance**

**Apr 2019 - 02/ 2020**

**OXEA Corp, Dallas/Houston TX**

**SAP OTC/P2P Business Support- Lead for Asia, MX, US ECC 6.0**

* Offshore **Team of 4** I was the US onsite resource for SAP OTC/PTP, and IC business solution and configuration support in PR/QA. As the owner of US Asia and Mexico was responsible for handling the HR data using Successfactors and building roles with time management included for staff and third- party staff
* Data cleanser (4 different company take-overs with multiple uncleansed materials globally) and owner for CM, MM, IM, GRC Security Role Owner, as well as BI admin, OTC & PTP Ticket Owner Governance Security Roles
* Lead EDI Analyst for: Elemica/B2B/IDOCs Support for Logistics, PTP, CS, Billing and Sales, Supported Teams:
  + **FICO/TM/EWM/PM/MM/SRM/PP/CS/OSHA/ESHA/QM**
* Analyzed the “’Out of the Box” reports and customized as per business need, globally to streamline the processes
* Design Coordinator & develop the technical solution as well as functional end user trainer solutions
* Project technical documentation and functional specs

**Aug 2018 – Mar 2019**

**Anadarko/ExxonMobil, GEP, Houston, TX**

**Manager, TSO SAP BA, E- Procure/E- Invoicing, STP Solutions using AI- Team 15**

**Responsibilities:**

* AGILE SCRUM Environment -Gather client requirements, EPICs, and User Cases assist with the design and all Materials and Services for migration, spend analysis for best fit for the solutions
* Developed detailed Project Schedules using MS Project Server and reported progress/ variance to schedules, milestones and budgets
* SIT, UAT testing and creating client specific testing scenarios and training material and audit documentation for suppliers and end- users
* Analyzed the out of the box reports and customized as per business need
* Design Coordinator & develop the technical solution
* Project technical documentation

**Mar 2017 – Aug 2018**

**Calumet Specialty, Houston, TX**

**SAP BA - MDM/SCM BPO S4H Project lead**

**Responsibilities:**

* AGILE/SCRUM Effective Bridge between IT consultants and business (small team of 5) utilizing my Master Material Data cleansing, Inventory management, Production Planning, Plant/EWM/IM/IS-Oil and Product Costing Best Practices
* Used MS Project and MS Access to manage data, project schedule, resources, and budget
* Added value to the project utilizing my previous audit experience to be an effective BPO for Data migration validations, and assist with As-Is and To-Be documentation for the plants utilizing best practice methodology, HP ALM Defects Admin, Deliverables approach with Agile Style for Supply Chain
* Analyzed the out of the box reports and customized as per business need
* Design Coordinator & develop the technical solution
* Project technical documentation for Workday, Kronos, Successfactors HR Roles to build Profiles

**Oct 2016 – Mar 2018**

**HPE to CSC, Houston, TX**

**SAP BA - ECC 6.0 FI/EDI/Ariba/PM IC to Trade**

**Responsibilities:**

* Global Project Manager/US Project Coordinator provided guidance and leadership for a small group (5 – 9) AP India, AR America bridged the gap in the process by identifying Process Gaps for IC to trade, HR Successfactors/Concurr for time management and roles and for new company documentation, EDI Rules functional/Technical Specs as the BPO
* Analyzed the out of the box reports and customized as per business need
* Design Coordinator & develop the technical solution
* Project technical documentation
* Collected, Cleansed, Identified Data utilizing MS Project and MS Access as resources

**Jan 2016 - Mar 2016**

**GE Renewables Team were in EU/GE (remote)**

**Oracle Trainer 11i- 12i Projects and Billing**

**Responsibilities:**

* Created Courses, Outlines, UPerform, facilitated train the trainer and end user training
* New System for some BU’s, Upgrade for others, making allowances for different training styles and agendas
* Led and produced training material for Europe division facilitated meetings with IT and SME’s to be able to gather requirements and prepare training material and provide use case exercises in UPerform
* Supported business teams while the testing and migration was transpiring by providing training documents and UPerform exercises, tracking the milestones staying on target for go live, responsible for capturing the requirements, gathering the approvals for training documentation, facilitating and distributing the training material for the new process
* Led the training team (3) for Project Billing/Costing in Oracle 12i

**Mar 2015 – Nov 2015**

**HP - HPQ to HPI/HPE, Houston TX**

**SAP FSCM PM/Ariba**

**Responsibilities:**

* PM for FSCM facilitation of offshore teams and onshore teams,
* Admin for Global Finance SCM/Ariba for PTP process and clone company data, create new company and train end users for the new system changes, and split of company entities; provided upgrades from SD to FI in order to support the new company changes
* COA redesign, Company Code, Warehouse Unit, Projects Evaluate and Redesign Globally utilizing many multi-skilled SAP Security Role Managers
* Testing for Ariba interface wrote test scripts executions of testing P2P process and reporting interface with MM and FI in SAP
* Configure and Customize G/L Master Data including Reconciliation Accounts, New GL, Automatic Account Assignments, and Inter-Company postings
* Finance Analyst for SCM, run the before, after, and results in testing to better capture results and prove split is possible
* Configure Company Code and Chart of Accounts, Define Posting Keys and Maintain Field Status Variants
* Facilitator of meetings to discuss findings and the problems, utilize critical persuasion skills for best business IT solutions that were encountered and solution timeframes

**Jan 2015 – Mar 2015**

**Spectra Energy, Houston, TX**

**SAP BA - FSCM/SRM/MM/Ariba Support**

**Responsibilities:**

**(Maximo to SAP Materials/Services)**

* Led the data cleansing, migration, and archiving project data cleansing, migration, and analytics troubleshooting for system integration from CLM to SRM; SD to MM
* Supported SRM/MM/Ariba teams while the testing and migration was transpiring by working production help desk tickets and stopping the issue at the first level of support if at all possible; once decided that a system update is required was then responsible for capturing the requirements gathering the approvals testing documenting implementing the fix and distributing the training material for the new process fix
* Maintain master data for Accounts Payables and Accounts Receivables/ Ariba - invoice pro and catalog management
* Led the buyer support as a trainer and liaison to IT after “Go Live” issues for the PTP providing improvements

**May 2014 – Dec 2014**

**Camac Energy, Nigeria, Lagos Remote**

**Project Manager MMS IDEAS**

**Responsibilities:**

* Interviewed and gathered requirements from current process owners and provided them with the system impact
* Provide functional/ technical support/flow/documentation and liaison to IT by providing functional specs to software owner for P2P requirements that was currently in place
* Overall responsible for migrating the Legacy RTR Master data including the transactional Data
* Prepared the data from legacy systems cleansed, and analyzed the data to be transferred to the new MMS
* Inventory Accounting and inventory creation from beginning to end relayed the information to management
* Gathered the sign offs and facilitated the approval workshops and training workshops
* Facilitated workshops for the implementation for the MMS of the mid-market Microsoft SQL based ERP system IDEAS
* Inventory Management Accounting– Facilitator of Webex and Lync virtual meetings

**Mar 2014 - Apr 2014**

**Conoco Phillips, (remote)**

**IT SAP SRM Helpdesk (7–8) and UAT Tester (HP ALM)**

**Responsibilities: (10% Travel onsite)**

* Provide functional/ technical support for MM/SRM/FI business email support for end users troubleshooting
* due to SRM upgrade
* Project coordination support and liaison to IT SAP team for MM/SRM/FI troubleshooting help desk ticketing
* Provided Security role access in SRM/MM during UAT Testing
* Created test scripts and executed for PtoP upgrade

**Nov 2012 – Dec 2013**

**Enerflex Energy, CN/US Global**

**IT SAP FICO – BA Lead**

**Responsibilities:**

* Provide functional/technical support to the Finance team collaborating with the SCM business IT teams in modules: FICO, FA, PS, MM, PM, CRM, MDM, MRP, PP, and SD Reported in the Remedy Help Desk System
* Gather and document all requirements for Finance department Specs and Change Management for PtP implementation
* Provide support to end-users and incoming SAP IT service requests, utilizing Service Manager/Change Management to create tickets and resolve issues in timely manner. data cleansing, migration, and analytics troubleshooting for system integration
* Responsible for migrating RTR master data (cost centers, Profit centers, Cost center hierarchy, and Profit center Hierarchy, Activity types, statistical key figures, Chart of accounts, Country/statutory Chart of accounts, Bank Master, Internal orders, WBS elements, Projects, Asset Master, Primary/Secondary cost elements, GL/New GL, Open AP and Open AR).
* Provide classroom/virtual training for team members in all areas of Finance/Supply Chain and HR/CATS/Projects/Scheduling/Production Planning.
* Project Coordinator Lead for Job Costing/ CATS/KRONOS/Projects/SES/MM, and collaboration with all technical consultants for break/fix solutions month end close support for all system integration modules
* Prepare specification documents for reporting and business process development
* Work with Tech Team in Canada on SAP configuration in the SAP FI-MM SD, PS, and HR, by providing the functional specs

**Oct 2012 – Nov 2012**

**Siemens Global Houston TX**

**SAP BA - CS/PM/WM//TM - SCM/Tooling Department**

**Responsibilities:**

* Lead for implementing, gathering, data cleansing, production planning, and scheduling MRP batch used to schedule, and price, PO’s/STO’s/UB/NB/SO’s/SES creation, and management
* Trained end-users remote/on premise on best SAP practices, reporting capabilities and transactions in modules SD, CS, PM, MM; was also the liaison that gathered the requirements, and provided IT functional specs; along with provided documentation and training for end users and train the trainer sessions
* Building of reconciliation reports between source and target systems.
* Involved in SAP configurations for GL, AR/AP, CCA, PCA and COPA
* Handling master data for GLs as well as Transactional CDD, FDS
* Produced 250 PO’s/STO’s/SO weekly, project scheduling and project controlling, responsible for report writing/MRP manual pushing/Project Scheduling Support
* PtP reporting for projects and Supply Chain

**Aug 2012 – Oct 2012**

**Halliburton, DISYS, AZ**

**IT SAP Mobility Trainer/IT Support, IPHONE APPs**

**Responsibilities: (100% travel)**

* Travel to rig/frac sites to train trainers/end-users on the IPhone APPs facilitated and created material and classes
* Provide Business support for the APPs on-call/remote as well as onsite support. Responsible for IT help desk tickets, for Configurations if necessary. Led training and PtP process functionality for Cats/Project Scheduling, approval and billing support, along with calculations, pricing, default account assignments, credit management, reason codes
* Enabled the master data utilizing MS Access from production system to non-production systems using the change pointers
* Defined Period-end Closing and Year-end closing Led the PtP workshop on the process of how SAP interface with Accenture IPhone APP’s from Sales Orders to Billing Process as well as Timesheet HR interface
* Configured and defined vendor master data, created, vendor account groups, cash discounts, defined payment terms such as partial and residual payments, vendor invoices, payment advices, manual payments

**Feb 2012 – Aug 2012**

**Spectra Energy, Global, Houston TX**

**SAP BA - FA FSCM, MDM, MM, CS/PM/WM/MRP Post Support and Training**

**Responsibilities:**

* Reviewed and Lead current process to fit SAP Implementation MM/SRM/CLM/P2P- Business Analyst
* Vendor Master and Customer Master Data Management gathering and cleansing for mass upload testing and project coordinator, collected Tax ID’s and 1099
* Facilitated workshops, and training for Internal Clients/Document procedures/Support for Contracts Management and Work Releases
* Master Data utilizing MS Access: Defined Primary and Secondary Cost Elements, Defined Cost Centers, Defined Cost Center Categories, Defined Activity types. Actual Postings: Configuration of Automatic Account Assignment
* Defined Cost center Assessments and Distributions
* Profit Centers: Activated Profit Center Accounting, Defined Number Ranges, Activated Direct Postings and Maintain Plan Versions
* Streamline Processes creating documentation and showing process flows to fit P2P
* Train and support all supply chain functions create testing scenarios and data cleansing and data migration

**Nov 2010 – Feb 2012**

**IBM - BP Houston, TX**

**PA/Contracts Analyst, Gulf Coast Restoration Account Analyst/ P2P Analyst/Trainer/Support/Liaison between India/US**

**Responsibilities:**

* Led the Audit team and data entry processors, validated invoices, claims, and contracts; **CLM** sourcing implementation in place related to project/Cost Analyst/ and auditing contracts; Resubmitting contracts for review that are scheduled for expiration or reaching inspection dates
* Land Asset Project Manager, audited and tracked costs within contracts; handled renewals, warranties and negotiations of new contracts
* Assist AP manager and Operations manager with special projects; **recovered** **over 35 million in fraudulent charges due to contract auditing**; Training on **SRM** P2P for business end users and train the trainer sessions
* Led Vessel audits, Vendor Master Data, and processed all critical and special vendor request for the project
* Critical vendor review and produce reports and work closely with vendor and internal clients to resolve account discrepancies Recovered and added substantial cost savings for project **>400k savings** for fraudulent claims
* Utilizing prior business practices to help determine how to implement PO’s to our current business practice

**Aug 2009- Nov 2010**

**Enterprise Products Inc. Houston, TX**

**ERP Finance BA, Phase I Design to Post -Support, E-invoicing E-sourcing, IT Implementation/Support – P2P**

**Responsibilities:**

* Led the Audit team and validated invoices after sent for approval to the field; was able to move into a new role and train a business user to replace my position that was created due to my recommendation for process improvements that added over 5k a month cost savings
* Land Asset Property Analyst validated contracts, monitored the land cost for projects, renewed the leases
* Assisted PM’s and buyers with PO/Invoice variances and Cost Analysis Supplier issues to finance internal issue resolution able to move to a new position and trained a business user to take my place
* Headed the ERP Implementation for new Electronic P2P process recruited and setup the top 250 in revenue suppliers to better streamline processes between a large amount of company entities, and create more efficient roles within the company
* Trained internal clients and vendors providing system support, while they were creating service requests, purchase requisitions, PO’s and the Invoicing of PO’s thru portal access; Supporting finance with close procedures and processes saving them 2 days in their current process with my business improvement suggestion in the P to P process
* Handled all Technical Errors from the system portal integrations through Payables within the supplier/company process and e-sourcing EDI processes support
* Reports and trained end users and train the trainer sessions, on the system of PTP That was implemented

**July 2007- May 2009**

**Helix - Canyon Offshore**

**Oracle Super User/Trainer/SME P2P, Oracle 11i/12i, Scanning Imaging Tool Interface**

**Responsibilities:**

**Phase 1 Design to Completion and Trained Accounting and Purchasing Dept, Global Remote**

* Project coordinator and accountant for 25 projects worked closely with Project Managers utilizing manual Accrual POC and cost tracking (Excel Intermediate/expert level) until Oracle was implemented… excellent cost savings monthly>10k recovered with my suggested new process improvements from their current processes
* Reconcile Accounts and bank statements; Cash Applications; and Treasury assistant
* Check all purchase orders/invoices/payroll entries before posting to the GL for extra financial monitoring of postings for faster close schedule
* Review and prepare P&L locally and in foreign regions; review monthly accounts with management, assist with preparation of management reports and providing the breakdown of the results for approval
* Generate and audit operation invoices for billing on over 25 >$1billion projects; Vendor Master Management, 1099 Preparations
* Prepare and process standard monthly journal entries, and cash reconciliation, PtP, Reporting, data cleansing, migration, and analytics troubleshooting for system integration

**Jul 2005– April 2007**

**Aker Kvaerner, Global Houston, TX**

**IC BA/Project Controller/ FA**

**Responsibilities:**

**SAP Phase 1 to completion Implementation/Support Lead**

* Led the IC team (Shared Services Environment) and assisted with the data cleansing, migration, and archiving utilizing MS Access; was able to help identify new accounts that need to be created to make the process easier, help streamline processes globally for Intercompany transactions, and was able to move to a new role and replaced my and 3 others positions with the new system module adding a **>300K cost savings recovery**
* Tested the Revenue Recognition program in all scenarios in SD, FI and COPA and improved the performance of the Revenue Recognition program.
* A/R- Improved Receivables Management with SAP Collections Management.
* Used Collection Management functionality in FSCM for creating a collection work list, preparing and documenting customer contacts
* SAP Implementation Team Project Coordinator to help identify what our business needed, beginning to end, and configuration/design for IC; was also able to communicate to the technical team to achieve the business goal
* Project Controller for over 15 projects **>5 Mil**-Preparing monthly reports and facilitating the results meetings to management; was able to pass my projects over to an entry level PC so I could move to a new position

**April 2003 – Oct 2005**

**BHP Billiton, Houston, TX**

**Accounting BA/Project Coordinator GSAP Trainer P2P Analyst**

**Responsibilities: (Global Streamlining Project)**

* Project Coordinator Six Sigma Train processors, purchasers, and clients on the (global) SAP system capabilities from previous business experience, utilizing SAP FI/CO, MM, PS, HR, SD, PM, AA (Shared Services environment)
* Led GSAP Implementation team within P2P modules for accounting; trained Procurement on MM, PR, GR, IR integration issues Project Coding, Preparing and Payment of Drilling invoices for IC purposes; worked closely with cost controllers and PM for suggestions
* Reconcile purchase order and invoice issues; liaison between purchasing and accounting for P2P process improvements and reporting
* Managed multiple project accounts, and foreign currency transactions escalations and monitoring of the freight scheduling
* Led customer relation management; excellent cost savings for new process improvements

**July 2001 – March 2003**

**CapGemini Ernst & Young, Houston, TX**

**AP Team Lead SAP FICO/AP/AR Team- Lead**

**Responsibilities:**

* Led a team of 6 P to P processors, trained them on SAP new system conversion
* ***Client Shell, divisions responsible for servicing…Kraton Polymers, and Resolution Performance***
* Managed and reconciled multiple vendor accounts on SAP system in FI MM and TM heavy load, support in portal e-sourcing
* Researched discrepancies posted incorrectly to closed Purchase Orders; work with buyers on correcting the issues.
* Excellent cost savings recovered **>$159K from completing the reconciliations**
* Back up support to all positions (auditing invoices, mail, processing invoices, freight invoicing); research problem invoices identified by the finance team before returning to Procurement to eliminate double work by separate departments
* Data cleansing, migration, and integration analytics troubleshooting for P2P Solutions - utilizing MS Access/Excel

**April 2001 – July 2001**

**Wilson Supply - Van Leeuwen Pipe and Tube, Houston TX**

**A/P Supervisor/SME/Super-user/Project Coordinator**

**Responsibilities:**

* Supervisor of 6 service specialists/trained staff and internal clients on SAP FICO during conversion with remote work from home privileges, heavy BI Reporting, data cleansing, migration, and analytics troubleshooting for system integration
* Research invoices, and purchasing issues, reconcile all variances to close out open balances and account for misplaced revenues
* Research invoices, and purchasing issues, worked closely with procurement and projects to streamline process for P2P e-sourcing implementation and configuration
* Implement procedures to increase team productivity and efficiency**… excellent cost savings>20K a month for 3 months**

**Feb 1998 – April 2001**

**Out-Sourcing company for SAP P2P Solutions - SourceNet Solutions, TX**

**SAP P2P Resolutions Lead –CSR/AP/MM P2P Lead non-SOX to SOX (SAP Phase 1 to Completion - all client accounts 80% Travel)**

* ***Clients: Waste Management, Compaq Computers, HP merger; Doane Products, Inc. Onsite - TN, OH, PA and remote***

**Responsibilities: Team up to 7**

* AS400 to SAP conversion, configuration, and implementation in FICO/FA, Treasury - Wells Fargo/Banking (paper checks to ACH payments) created new BPP’s including positive pay and bank reconciliation file exchanges, along with MM/WM/IM BPP’s,
* Responsible for data cleansing, migration, and analytics troubleshooting for system integration, Heavy BI, WM/PM, Spend Analysis & Reports, EDI, P&L analysis with cashflow visibility
* Research/Reconcile IR/GR/GI/GL issues trained buyers work with their vendors on invoicing correctly, train on SAP Best P2P practices for buyers, vendors, and AP this added timelier payments and cost savings recovery due to being able to identify, and capture early payment discounts; previously the payment terms of Net45 were in the >6 months delinquent status; PO contracts & three-way match introduced
* Created and updated BPP’s improvements globally to increase team productivity, and create a centralized Dept structures
* Produced reports to show the teams productivity and discuss the reports in meeting with vendors and upper management. excellent cost savings by identifying and streamlining, globally, efficiently, and effectively
* Organizational Change Management SAP guidance and support on the new roles based on outsourcing

**Environment:** SAP FICO MM, WM, PM, MS Project and MS Access