**MONIA L. CONNERS**

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**Professional Summary**

* Knowledgeable and resourceful professional with over 10 years of Consumer Product Goods experience in SharePoint, financial analysis, investment asset accounting, preparing invoicing. Including Supply Chain with Distribution Centers and warehouses, Ecommerce, general ledger, Accounts payable and Receivables, Procurement, Invoicing.
* Knowledge and understanding of Supply Chain concepts and at quickly analyzing large amounts of data including replicating MRP.
* Responsible for collection activities such as sending follow-up inquiries, solicitation for payment on review shippable orders in credit review status in SAP, respond to all order release requests, collection calls on past due accounts.
* Maintained SAP and the tracking template for all program components of the customer contracts in order to ensure the accuracy of accruals.
* A results oriented leader with excellent communication and analytical talents.
* Ability to multi task and prioritize assigned projects. Ability to effectively negotiate contract terms that help meets company objectives.
* Dedicated to learning about industry updates and technological advancements in the field of finance, vendor management and Supply Chains.
* Experience working on Microsoft Applications, Lotus notes Remedy, JD Edwards, Apple, As400, SAP, Sabre, Seibel, Oracle, Shared Point, Lawson, Adobe Acrobat
* Standard, Microsoft Visio and PeopleSoft Novell, Essbasse, Arbira, Fieldglass and Workforce Logic.
* SAP Supply Chain Planning / Purchasing knowledge and understanding of Supply Chain concepts and application.
* Procurement and Vendor Management System (VMS) can streamline and automate the many processes that support the acquisition, management and payment of your contingent workforce, including Outsourcing.
* Requisitions Approvals Expense management Payment Reporting.
* Resource Planning (ERP) tool for SAP.
* Systems used are: Arbira, Fieldglass and Workforce Logic

**Technical Skills**

Microsoft Applications, Lotus notes Remedy, JD Edwards, Apple, As400, SAP, Sabre, Seibel, Oracle, Lawson, Adobe Acrobat Standard, SharePoint, Microsoft Visio, Basic SQL operations PeopleSoft Novell, and Ariba, Legacy ,Fieldglass and Workforce Logic Experience working with Group Purchasing Organizations (GPOs) ,Microsoft Access databases, Salesforce.com, Apttus Contract Management.

**Professional Experience**

**Hospira, Lake Forest, IL 08/2014 -12/2015**

**Vendor Management Specialist - (Contract)**

* Maintain strong working relationships and communications with their organization in Demand Planning, Receiving, Operations, and Merchandising, contract manufacturers and suppliers to confirm production / shipping schedules and monitor manufacturing and suppliers to ensure on-time delivery of all products. Participate and contribute to monthly S&OP (Sales and Operations Planning) process. Develop and maintain metrics. Publish weekly report on performance with explanations/corrective actions.
* Trained and mentored newly hired regulatory employees in the Regulatory Compliance processes and procedures.
* Maintain Regulatory compliance with all government rules and regulations
* Aligned and met the local/regional technology expectations for compliance to standards and key audit requirements by acting as SPOC.
* Managing the vendor compliance process including, but not limited to, maintaining updated results for screening, training, and reporting; developing and implementing remediation plans for existing vendors; developing and maintaining matrices, dashboards, and reports (including scorecards); and developing, implementing, and maintaining policies and SOPs in support of the vendor compliance management process.
* Created of repetitive reports as well work very close with the vendors on and offshore.
* Assistance with the preparation and analysis of dashboard reporting including sustainability tracking analysis.
* Identified, evaluated and frozen on participating vendors and the technology for strategic projects.
* Implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.
* Improved workforce quality and fulfilment Greater business intelligence improvement process and automation Increased visibility and business intelligence.
* Optimized supply base mitigated risk Comprehensive solutions spend management Global supply chain management, governance and visibility.
* Improving procurement performance with complex, high volume procurements.
* Implementing new procurement operating models; shared services experience is an asset
* Coordination of software and hardware licensing and keeping track of usage to maintain supplier needs. While working on contract renewal dates.
* Revised software Licensing Training Manual for the Vendor and shared with company using SharePoint.
* Managed overall Vendor Relationships while doing the program management for multiple projects and initiatives to ensure deliveries on time within cost and quality agreed. Maintain and administer the process in the system.
* Managed and Organize purchase orders, requisitions, correspondence, quotations, and other information specific to the purchasing functions. Reported on performance of vendor portfolio from an enterprise view and ensure alignment to business strategy and objectives.
* Developed best practices from lessons learned, industry trends and business value derived from vendor relationships.
* Acted as a Point of Contact for Advisory Services team for the Finance processes managed from offshore.
* Responsible for reporting E-Commerce KPI data and working with cross functional business unit leaders in recommending changes to increase visitors, improve conversion rates, capturing larger average order sizes and managing margin performance using cohesive marketing tactics to drive customer engagement and conversions.
* Responsible for using Excel and Access to consolidate, analyze and report on product data for a national retailer.
* Have the ability to transfer data between different formats and develop. Analyzed financial reports and records; reported on findings and recommendations with the usage of Macros, and V Lookups.
* Vendors’ management shared with offshore team any other communication related to Procurement dept. and AP team, such as notices, statements, and reminder.
* Reviewed financial performance of service agreements and relationships. Facilitated in resolving vendor disputes and contracts interpretation issues related to vendor performance.
* Interfaced with other ARE organization units to ensure alignment with overall strategies and processes.
* Built and managed relationships with external suppliers. Ability to build and maintain productive working relationships with stakeholders and colleagues
* Demonstrated ability to deliver multiple, concurrent IT projects on time and within budget successfully Strong project management skills leading a mixed (onshore/offshore) project team
* Monitored and enforce compliance with contract terms and resolve / escalate any deviations, as necessary.
* Agreement Processing responsible for the processing, management and resolution of outstanding contract-related issues.
* Time Management prioritizes and completes workload timely based on multiple deadlines.
* Reporting and Analysis processes outstanding items timely based on weekly contract status reports and other ad-hoc contract reports. Agreements Processing
* Interfaced with contract management after contractors are finalized with internal customers. Negotiated contracts with in the hardware/software/ IT service agreement departments.
* Responsible for contracts maintenance, changes, updates and renewals. .
* Working within Group Purchasing Organizations (GPOs).
* While utilizing the ARIBA Contracts Workbench module to update all finalized contracts for the team as well as creating templates within ARIBA to meet requirements.
* Documented, installed, maintained, upgraded and replaced both hardware and software on computer systems as well as support and maintain user account information including rights, security and system groups.
* SharePoint skills creating folders, uploading documents and updating the libraries as needed.
* Advanced Excel Skills and ability to work with large amount of data (Functions, lookup, pivot table, Charts).
* Built IT Vendors/Partners management framework / Purchase Policy/ Approval matrix to bring in focused, well organized process ensuring compliant deliveries on time with cost and quality.

**NTT Data, Chicago, IL 09/ 2013-07/2014**

**Financial Contract Specialist-(Contract)**

* Monitor execution of project through analysis, design, build, test and release; balance scope, schedule, budget, quality, and risks & issues and report overall performance
* Assist with the preparation and analysis of dashboard reporting including sustainability tracking analysis. Centralized Vendor Management Provide vendors with self-service access to real-time information relating to the purchase order, inventory and payment data.
* Routing and Approval Eliminate maverick spending with automatic routing and digital approval capabilities to authorize expenditures in accordance with company policy.
* Management experience in a mixed development and deployment (onshore/offshore, vendors) environment.
* Implementations, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.
* Working with project management to identify and escalate program issues and risks. Assigning process in areas to include documentation of functional design specifications for any anticipated custom functions and enhancements.
* Responsible for reporting E-Commerce KPI data and working with cross functional business unit leaders in recommending changes to increase visitors, improve conversion rates, capturing larger average order sizes and managing margin performance using cohesive marketing tactics to drive customer engagement and conversions
* Order Processing is a plus. Served as support for the Contract Management teams point of contact for internal and external customers regarding inquiries about contracts.
* Worked with the vendors with warranty spend management within analysis and reporting and coordination of regional financial review meeting and shared via SharePoint.
* Engaged with operations teams to keeping initiatives up keeping up with warranty prices at a system matches and forecasting, costs from previous terms.
* Handled all calls and vendor queries related to AP function, till the time all the calls/queries are not shifted to Boston/India office dealing with domestic and International suppliers.
* Managed the check printed from Advisory office and dispatching them to the Vendors Getting the second signature on checks exceeding the limits defined in Control Matrix Point of contact for all the customer queries related to the Invoices sent out to the client and working with the offshore team in resolving them in time.
* Worked with contracts from IT and Utilities contracts. Received and deposited the checks received from the customers in the bank and shared the information/payment advice with the offshore team. Supported offshore team by following up with the customer contact for payment against overdue invoices during US office hours when offshore team is not available.
* Received invoices from the offshore Invoicing team by e-mail, print them and Dispatch invoices via physical mail to the clients.

**Experis, (IBM) Libertyville, IL 08/2013-09/2013**

**Record-to-Report Specialist - (Contract)**

* Record to Report ("R2R") lead for the IBM ERP project, my responsible was for all aspects of the general ledger implementation including integration with modules in the Order to Cash and Procure to pay processes.
* Played a key role in developing general ledger master data that supports conversing and reporting requirements and is aligned with IBM SAP platforms.
* Worked with subject matter experts with in Motorola Mobility Company to identify local requirements and build them into the global R2R process.
* Liaised for IBM team as Finance expert functions (Treasury, Tax, Consolidations and. Corporate Accounting) to ensure integration of processes between the Motorola Mobility SAP and IBM SAP team instances.
* Maintain Regulatory compliance with all government rules and regulations
* Partnered with Motorola Mobility team leaders to ensure that internal control requirements was built into the global process and assist in developing training materials and delivering training on the IBM training system and manuals via SharePoint.

**BP, Warrenville, IL 06/2012 - 03/2013**

**Financial Account Specialist - (Contract)**

* A business to business (B2B) account management environment working with financial entries, debits / credits, reconciliations, Preparing Invoicing.
* Supported the vendors staff in assigned within my project-based. Route documents to vendors within a timely fashion.
* Routed documents to customers in a timely and organized fashion to help maintain and develop within the Siebel system.
* Comprehended of all end to end business processes and programs that support the customers and Vendor process.
* Provided assistance with customers and vendor specification database software.
* Communicated with internal ABSC/BP partners and vendors to resolve customer issues. Focused, and be advanced increate and edit work process using Microsoft Visio and Seibel.
* JDE and SAP General Accounting, AP, AR, GL and FA modules and order processing.
* Centralized Vendor Management Provide vendors with self-service access to real-time information relating to the purchase order, inventory and payment data. Routing and Approval.
* Eliminate maverick spending with automatic routing and digital approval capabilities to authorize expenditures in accordance with company policy.
* Manage the entire procure-to-pay process with capabilities to process requisitions, purchase orders, invoices and payments in a single solution working in Field glass system. Organized and printed project documentations.
* Proactively ensured closed loop resolution and customer satisfaction using Siebel, CRM tool and Microsoft Visio.
* Calculated and set rent contracts for new gas stations, rebuilds, rewrites, and changes in ownership.
* Linking merchandising and store planning, construction, operations, and inventory management
* Helping retailers develop store prototypes, incorporate merchandising changes, and manage floor plans, fixtures, and planograms.
* Offers photo-realistic, floor plan views of stores, including analysis of existing floor space and planning of future space allocation
* Maximizes ROI (Return on investment) and the utilization of space, one of a retailer's most precious assets.
* Helping retailers to capture store-specific fixtures and to create more precise fixture ordering and asset management.
* Links store-specific floor plans to upstream planning and downstream execution system Analyzes and maximizes return on merchandisable and non-merchandisable space.
* Connects floor plans to financial data to highlight categories or planograms with dynamic colors according to sales performance.
* Worked with the vendors with warranty spend management within analysis and reporting and coordination of regional financial review meeting.
* Engaged with operations teams to keeping initiatives up keeping up with warranty prices with system matches and forecasting costs from previous terms.
* Transition of work from BP to outsourcing services /shared services provider.

**Edward Don Company, North Riverside, IL 06/2011- 02/2012**

**Financial Contract - SAP Analyst - (Contract)**

* Supported all credit functions and indirect business activity.
* Developed and maintained sufficient customer relationships to ensure company volume objectives and credit quality standards are met.
* Responsible for collection activities such as sending follow-up inquiries, solicitation for payment on implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.
* JDE, SAP General Accounting, AP, AR, GL and FA modules and order processing
* Reviewed shippable orders in credit review status in SAP, responded to all order release requests, reviewed credit data and make decisions regarding credit approval and investment criteria within credit authority established by senior management and state/federal laws.
* Captured finance contracts that meet profitability criteria for pricing.
* Preparing invoices and performance. Ensured compliance with applicable policies and procedures.
* Responsible for reporting E-Commerce KPI data and working with cross functional business unit leaders in recommending changes to increase visitors, improve conversion rates, capturing larger average order sizes and managing margin performance using cohesive marketing tactics to drive customer engagement and conversions.
* Ensured office cooperation with other departments to maximize efficiency within the company.
* Ensured all queues are worked to acceptable service levels.
* Conducted joint client calls with sales reps on an as needed.
* Established and tracked monthly goals for assigned sales rep.
* Ensured proper documentation is received on all customers.
* Developed and maintained productive dealer relationships.
* Monitored credit and collection of the Regional Credit group.
* Maintained, investigated, reviewed and established credit, customer agreements received within.
* Applications Credit reports and bank references.
* Set-up and maintained account lines. Negotiated contract terms that help meets company objectives.

**Grainger, Niles, IL 06/2010-01/2011**

**Financial Contract Analyst - (Contract)**

* Made 25-60 business to business collections calls working on the Blue Pumpkin system with releasing of orders, emailing and faxing over monthly statement and past due invoices and PODs.
* Responsible for collection activities such as sending follow-up inquiries, solicitation for payment on review shippable orders in credit review status in SAP, respond to all order release requests, collection calls on past due accounts.
* Checked contract status in SAP,JDE General Accounting, AP, AR, GL and FA modules and order processing and responded to all order released requests.
* Reviewed credit data and made decisions regarding credit approval and investment and contract criteria within credit authority established by senior management and state/federal laws.
* Created various collection reports within Microsoft Excel.
* Responsible for day-to-day customer credit evaluation, accounts collections and risk management.
* Responsible for reporting E-Commerce KPI data and working with cross functional business unit leaders in recommending changes to increase visitors, improve conversion rates, capturing larger average order sizes and managing margin performance using cohesive marketing tactics to drive customer engagement and conversions.
* Recommended and reviewed credit exposure for existing customers, D&B Reports and other financial data.
* Investigated payment history of existing customers prior to extending credit.
* Reviewed accounts on an ongoing basis for potential problem areas.
* Maintained customer contracts in order to ensure the accuracy of accruals.

**Panasonic, Rolling Meadows, IL 06/2009-04/ 2010**

**Financial Contact Analyst - (Contract)**

* Supported the accounting and reconciliation of various customer trade programs, which including volume and growth rebates, co-op advertising, flex funds and other discounts and allowances.
* Assist with the preparation and analysis of dashboard reporting including sustainability tracking analysis. Identify KPIs within the Ecommerce ecosystem
* Maintained SAP and the tracking template for all program components of the customer contracts in order to ensure the accuracy of accruals.
* JDE,SAP General Accounting, AP, AR, GL and FA modules and order processing
* Met with sales teams on a regular basis to review program accruals.
* Managed the cash-request/credit-memo process for customer deductions.
* Worked with the Shared Services team in researching and clearing open deductions.
* Organized and maintained project documentation and contracts.

**SSAB, Lisle, IL 09/2008- 04/2009**

**Financial Contracts Analyst - (Contract)**

* Responsible for collection activities such as sending follow-up inquiries, solicitation for payment on contracts.
* Reviewed shippable orders in Oracle respond to all order release requests, collection calls, preparing invoices.
* Monitored the credit/payment status of accounts; adjusted credit availability when necessary status in Oracle respond to all order released requests.
* Resolved discrepancies with contracts for charge backs, deductions, freight/carrier issues, taxes etc.
* Established and maintenance of collection strategy; periodic account analysis and reconciliation.

# Ryerson / Chicago 12/2005 – 04/2008 Financial Contract - SAP Analyst

* Supported all credit and collection functions and indirect business activity.
* Developed and maintained sufficient customer relationships to ensure company volume objectives and credit quality standards are met.
* Responsible for collection activities such as sending follow-up inquiries, solicitation for payment on.
* Processing purchasing contracts ability working independently and with upper management to get contracts approved
* Reviewed shippable orders in credit review status in SAP, responded to all order release requests, reviewed credit data and make decisions regarding credit approval and investment criteria within credit authority established by senior management and state/federal laws.
* JDE, SAP General Accounting, AP, AR, GL and FA modules and order processing
* Captured finance contracts that meet profitability criteria for pricing, preparing for invoices runs and performance.
* Manage inventory on multiple ecommerce websites, ensuring full and accurate merchandise assortment is available and easily accessed by customers.
* Ensured compliance with applicable policies and procedures.
* Ensured office cooperation with other departments to maximize efficiency within the company.
* Ensured all queues are worked to acceptable service levels.
* Conducted joint client calls with sales reps on an as needed.
* Established and tracked monthly goals for assigned sales rep.
* Ensured proper documentation is received on all customers.
* Developed and maintained productive dealer relationships.
* Monitored credit and collection of the Regional Credit group.
* Maintained, investigated, reviewed and established credit, customer agreements received within Applications Credit reports and bank references. Set-up and maintained account lines.
* Negotiated contract terms that help meets company objectives. Participate on teams and special projects as required.

**Education**

**Oak Park and River Forest High School, Oak Park, IL**

* High School Diploma