



### Senior Crystal Reports Consultant

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CENDIEN CORP: **(214) 245-4580**

<http://www.cendien.com>

## Senior Crystal Reports Developer – Cendien – Crystal Reports Experts

### Crystal Reports Professional Services

- Excellent analytical skills with the ability to think creatively to resolve difficult or complicated issues.
- 15 plus years in the accounting field
- 12 Plus years in a technical environment.

### Crystal Reports Clients / Experience

#### Health Care Client

##### Business Systems Analyst

- Support all accounting and business systems functions.
- Excellent project Management skills.
- Analyze, suggest, and implement processes to improve work efficiency and alleviate manual workload.
- Database maintenance (SQL).
- SQL to select, analyze, delete, and update databases
- SQL Server maintenance.
- Support & troubleshoot Financial Reporting problems (FRx Reporting, Report Smith, Crystal Reports)
- Support and maintain Epicor Financials (GL, AP, AM modules).
- Support and maintain DoLink/ERM scanning software.
- Conversion to implement Asset Management Module from planning to implementation.
- Data Analysis
- Data manipulation
- Project documentation
- Development of improving and integrating our systems from Planning, documentation, to deployment.

#### Investment Advisors Client

##### Senior Consultant/Performance Analyst II

- Investment Financial Reporting – Quarterly Client reporting and performance analysis
- Involved in the development of improving and integrating our systems from Planning, documentation, to deployment.
- Project documentation utilizing various software applications including Visio, Excel, Word, etc.
- Statement Reconciliation - Worked with a large volume of detail data ensuring that the data reconciles to appropriate sources.
- Analyzed needs and handled data manipulation
- Responsible for data analysis and explaining the data to consultants
- Developed policies and procedures
- Involved in Global Computer Conversion to bring all financial reporting in house.
- Supported & troubleshoot Financial Reporting problems (Crystal Reports).

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- Proficiency in Advent Software and Dataport
- Experienced in building, maintaining and utilizing Access databases
- GenX Project - Gather reporting requirements from users and document functional specifications to improve departmental workflow.
- GenX Project – Involved in developing solutions to automate data processing.
- GenX Project - Designed and developed website screens using FrontPage 2003 and Java Script for departmental intranet.
- Data manipulation (Advanced excel, screen scraping data from websites etc.)
- Data Analysis
- SQL to select, analyze, delete, and update databases
- Lead committee to develop a Service level Agreement.
- Special Project work as needed.

#### Domain Client

##### Various Consulting

Set up AR department for domain registration company (collections etc) Approx. 8 month project.  
Car parts Manufacturing Company (Walton KY)

- Clean up work (AP and bank reconciliations) Approx 6 month project

#### Car Retail Client

##### MIS Solomon & Accounting Support/AP Supervisor

Corporate Financial Reporting - Financial statement (quarterly and Annual) preparation and analysis  
Bank Statement Reconciliation - Worked with a large volume of detail data ensuring that the data reconciles to appropriate sources.

Processed Accounts Payable

Internal Audit – Weekly auditing of GL and AP system to ensure all entries and transactions were hitting the General Ledger properly.

Special projects (GL balancing, clean up work etc)

GL Reconciliation

Headed and completed a project to cleanup Bank Reconciliation's for 250 Financial Branches.

Intercompany accounting

Month end and year end closings

Training and Support for Solomon IV Accounting software (GL & AP Modules)

Supervised and trained a staff of 25 employees (Accounts Payable Supervisor)

Maintained and supported Solomon IV databases (Accounts Payable & General Ledger modules)

Set up security standards for Solomon IV and implemented.

SQL to select, analyze, delete, and update databases

SQL Scope proficiency.

Assisted in the Design, testing, and implementation of a PO program used for cutting checks to branches nationally.

In charge of all software testing done (documentation etc.)

Developed procedures for PO Program

Supported all accounting Software and Hardware issues.

Supported printer problems over WAN

Proficient with MAS90 accounting software

Developed reports using Excel, FRX, and Access

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Involved in design and implementation of inter-company intranet

#### Plastics Technologies Client

##### Accounts Payable

Processed Accounts Payable

Headed a project to efficiently track assets

Purchased all operating materials and inventory control

Reconciled accounts receivable

Also proficiency in MS Word, Lotus 123, WordPerfect, MasterTrac, Flex QL, and BPI

Designed and utilized an asset tracking system to better organize asset accounts.

#### Retail Client

##### Receptionist/Bookkeeper

Maintained a computer system for a company with \$200,000 in annual receipts.

Processed payroll for 15 employees

Receptionist duties

#### Retail Client

##### Retail Manager

Processed all paperwork, including the financial ledger, payroll and inventory tracking records.

Hired, trained, and supervised a sales force of six employees with annual sales of \$250,000

Improved customer service, which resulted in a seven percent increase. (third highest in the Midwest region)

### Crystal Reports Education / Certifications

2002	Cincinnati State Technical College	Cincinnati, OH
	Associates of Business Computer Programming, (Some coursework completed)	
2004	New Horizons	Cincinnati, OH
	Access 2003 Level 2, FrontPage Level 1, FrontPage Level 2, Access 2003 Level 3, Excel 2003 Level 2	
1997	Training Solutions	AZ-Tempe
	Microsoft Official Curriculum course: Supporting Microsoft Windows95	
1994	Padgett Thompson	Phoenix, AZ
	How to Better Organize, Control, and Manage Accounts Payable	
1982	Glen Oak High School	Canton, OH
	Graduated with College Preparatory Curriculum	

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**Crystal Reports – CENDIEN Hyperion Consulting and Staffing Services**

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