



## Senior Lawson Financial Consultant

### Professional Summary

Senior Lawson financials applications consultant with over 10 year experience. Experience with both implementation and support for Strategic Ledger for 3 clients including assignment for current client.

### Functional Experience

#### System Environment & Applications

Lawson 7.2.X, 7.3.X, 8.0.X, 9.X

Windows 2000, 2003 Server

SQL PL/SQL Programming Language

Vertex – Sales and Used Tax Calculator

IBM RS/6000 Server – UNIX OS - AIX

Version 4.3.2

Oracle8i Enterprise Server

Microsoft SQL Server 2000

MHC AP & PR Check Management Software

BSI – Payroll Tax Calculator

Track-It

Paybase32 – AP & PR Check Management Software

#### Accounting Software

Lawson Financials

Oracle Application 10.70

CODA Financials

JD Edwards

Clarify

#### General Software

Windows XP

Lotus Notes

Cognos

Microsoft Office XP Professional

Crystal Reports

NetWare 4.1

Microsoft Exchange

Business Objects

IntranetWare 4.11

### Education / Training

- ✓ Introduction to Computers (Course Completion)
- ✓ Operating System I – Windows 95/98 (Course Completion)
- ✓ Programming Concepts – Q-Basic (Course Completion)
- ✓ Local Area Networks (Course Completion)
- ✓ Operating System II – Network Windows 2000 and 2003 Server (Course Completion)
- ✓ Introduction to Database Management – Oracle 8/MS Access (Course Completion)
- ✓ Operating System III – Windows NT Server 4.0 & Novell Admin. (Course Completion)
- ✓ Network System Administration I (Course Completion)
- ✓ Programming II – UNIX Shell Scripting (Course Completion)
- ✓ Technical Presentation (Course Completion)
- ✓ English Composition (Course Completion)
- ✓ Critical Thinking & Problem Solving (Course Completion)
- ✓ Advance English Composition (Course Completion)
- ✓ Sociology (Course Completion)
- ✓ Psychology (Course Completion)
- ✓ Business Accounting (Course Completion)
- ✓ Current Grade Point Average: 3.61

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#### Cendien Consulting

14875 Landmark Blvd., Ste. 100, Dallas, TX 75254

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### **Center for Advanced Computer Technology CA**

- ✓ Introduction to SQL PL/SQL & Oracle8i SQL\*PLUS (Course Completion)
- ✓ Oracle8i Architecture and Administration (Course Completion)
- ✓ Oracle8i Net8 (Course Completion & Testing Completion)
- ✓ Oracle8i Back-Up and Recovery (Course Completion)
- ✓ Oracle8i Performance and Tuning (Course Completion)

## **Clients / Experience**

### **Retail Client**

#### **Lawson Financials Functional /Technical Consultant**

- Upgraded Lawson from 7.3.3 to Lawson 8.0.3 on Windows 2000 Server and Microsoft SQL Server 2000.
- Evaluated and Documented the System Requirements.
- Setup and Designed Windows Network Servers allocation of space and disk usage for Lawson Upgrade/Installation, Disaster and Recovery, Test Environment and Training Environment.
- Setup of all Lawson Application Modules: AC, AP, AM, AR, BR, CB, GL, IF, MA, PO, RE, SL, TE, TX.
- Validated all system configurations and data loads to ensure data integrity.
- Evaluated, installed and compiled patches to resolve all software related problems.
- Assisted the Lawson System Administrator with daily and project related functions.
- Assisted with Stopping and Starting the Lawson Servers along with scheduling all system outages.
- Developed and documented all IT Governance as it relates to Lawson System Policies and Procedures.
- Documented and Defined users roles and responsibilities for the Lawson System.
- Provided Go-Live and Remote support as needed.

### **Healthcare Client**

#### **SOX IT Internal Auditor Consultant**

- Responsible for maintaining IT processes in compliance with audit & security regulations.
- Responsible for overseeing SAS70 and Sarbanes-Oxley regulations and controls as they pertain to IT processes.
- Documented the procedures in regard to compliance and security regulations.
- Worked with all members of IT Operations to create workflows and processes to maintain compliance.
- Liaison between the firm's Legal/Compliance department and IT Operations.
- Worked with 3rd party auditors to help facilitate audit process.
- Performed periodic account reviews and produces appropriate reports to ensure compliance.
- Worked with various support groups on application administration and updates.
- Gathered and compiled data from various support groups for auditing purposes.
- Maintained appropriate account access throughout the firm.

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- Developed documentation of proper processes and procedures to ensure IT Compliance.

### Services Client

#### Lawson SOX / Lawson Security Officer – Functional Consultant

- Manages all Regional Lawson Security issues.
- Provide 24 x 7 Lawson Security Support for all Regional offices (AMERICAS, EMEA, ISRAEL and JAPAC).
- Assist Oracle DBA's with creating SQL Query Scripts using the Lawson Data Tables.
- Adds and Deletes Users in Lawson System.
- Occasionally modify application systems including testing and debugging to support business units' application systems.
- Designs, tests, implements and maintains the unique HR Security Access needed if planning to transition into Employee & Manager Self-Service (SEA).
- Develops tracks and updates Lawson Security Matrix.
- Assigns and Modifies users Security Class.
- Defines a Security Class's (Environment, Product line, Process Level, Form and Drill Around) Security.
- Evaluate and Document all IT Officials and Financial Business Unit employee roles in order to develop new Security Profiles according to SOX Segregation of Duties compliance.
- Adds, deletes and modify all support.lawson.com users.
- Develops the "MIS Policy and Procedures" for requesting a user be added or deleted from the Lawson system.
- Develops the "MIS Policy and Procedures" for requesting a Printer be added or deleted from the Lawson system.
- Develops the "MIS Policy and Procedures" for requesting a user's security to be modified - to be added to the Lawson system.
- Work with System Administrator to evaluate and install and compile patches to resolve all software related problems to ensure SOX SOD are met.
- Develops and maintains all SOX Segregation of Duties for all IT Officials and Financial Business Users with access to Lawson ERP.
- Defines, Assigns, and maintains User Menu ID (menurpt).
- Consults with each department's management to identify the security needs of each department and audit them against unnecessary security.
- Maintains security with all application environments (development, test, production).
- Add Printer Name to Lawson System using Lawson Environment Utility prtgrpdef.
- Audit of Lawson Security Access within laua by reviewing all user profiles within Lawson to validate system access to Security Officer Role, validate all users are assigned to a Security Profile, and validate all system user ID's (generic user ID's) are currently owned by an IT Official.
- Publish all Lawson Security Reports used for Auditing of Lawson Access by the Business Units and Tracking of User Access and User Access Changes.
- Maintains and Manages all IT Service Requests, Access Requests, Change Requests and Enhancement Requests related to Lawson Security.
- Maintains and Manages all Lawson Financial and Lawson HR Security Requests channeled through Mercury Interactive IT Governance Suite.

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## Senior Lawson Financial Consultant

- **Services Client**  
Procurement Project
- **Healthcare Client**  
System Administration Support

### Services Client

#### Lawson System Administrator/Security Support Consultant

- Add, Delete and assign security to Lawson users using Change Control System Assist with Implementation of System Upgrades.
- Monitor System Configuration to ensure data integrity.
- Provide System and Application Training on Business Units Policy and Procedure to increase work productivity as it relates to the Lawson System and its 3rd Party Applications.
- Provide and Develop Training Manuals for Applications Processes and Procedures.
- Occasionally modify application systems including testing and debugging to support business units application systems.
- Maintain and Monitor all system configurations to ensure data integrity.
- Evaluated, installed and compiled patches to resolve all software related problems.
- Occasionally modify application systems including testing and debugging to support business units application systems.
- Stop and Start all systems along with scheduling all system outages.
- Install Lawson Vertex and BSI Weekly and Monthly Data and Cyclical Updates.
- Setup and change sizes of the Oracle data spaces and Reorganize the LAWSON data dictionaries using Oracle Utilities.
- Consult with users to identify current operating procedures and to clarify program objectives.
- Resolve software related problems.
- Trouble Shoot Errors and Generate Human Resource & Asset Management Reports Using HR & GL Report Writer.
- Assist with Business Unit System setup such as Accounts Payable, General Ledger, Asset Management, Human Resources, Payroll, Procurement and Accounts Receivable for Lawson and Paybase32.
- Document System\* Procedures and Processes related to Lawson, Peoplesoft (HRIS database), Vertex, Paybase32, EDI-Electronic Data Interchange, BSI, ProcommPlus95 and Lawson E-Fax Agent.
- Lawson Security Administrator - Consultant
- Setup and Document Lawson Security Classes
- Create Excel Security Matrix Worksheets
- Purpose Security Changes and Attend Meetings
- Implement Security changes in Lawson
- Documentation of Lawson System Procedures
- Assist Lawson Administrator with Lawson, BSI, Paybase32 and Vertex Administration

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### **Financials Client**

#### **Accounts Receivable Specialist**

- Process Wells Fargo Mail and Distribution
- Run, Download and Upload Daily Wells Fargo Bank Lockbox Payment File into ERP Lawson System
- Process Unapplied Check, Money Order and Credit Card Payments
- Responsible for all Payment Research and Misapplied Payments
- Responsible for Upload and Feeds from the bank into Lawson System
- Responsible for Payment Research Training in San Dimas and Las Vegas Offices

### **Services Client**

#### **Accounts Payable Applications Specialist**

- Oversee Priority checks for Atlantic Records
- Enter Priority checks in Oracle Financials for processing and payment
- Accounts Payable Liaison for Atlantic Records in New York
- Process Correspondence for Atlantic Records
- Invoice Coding
- Vendor Maintenance
- Process Expense Reports

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