



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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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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- **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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