

Code	Name	Location	Position
ATS-2-201955	Theresa	Canada	Project Manager

Profile

Educated and employed professionally in both Canada and the USA. Top graduate in the nation with an MBA and membership in the international honour society Sigma Beta Delta for business, management, and administration. High level of computer and language proficiency as well as an unwavering commitment to achieving goals.

Experience & Skills	<ul style="list-style-type: none"> ● Experience: <ul style="list-style-type: none"> ○ Project Coordinator/ Manager: 1 year <ul style="list-style-type: none"> ■ Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures ■ Organizing, attending, and participating in stakeholder meetings ■ Preparing necessary presentation materials for meetings ■ Assess project risks/ issues and provide solutions where applicable ■ Ensure stakeholder views are managed towards the best solution ○ Government Reporting Administrator (contract): 2 Years ○ Updated Banner form/tables related to country and residence codes for Admissions and Government reporting. <ul style="list-style-type: none"> ■ Initiated discussions with faculty members, external partners and staff to prevent potential issues from occurring. ○ SAP Sf Senior Consultant: 3 years <ul style="list-style-type: none"> ■ Designed and implemented training materials in the form of print and electronic documents, PPT presentations, and videos for clients as well as /N SPRO ■ Worked hands on with large clients and various internal departments on projects regarding their computerized management systems ■ In charge of the internal HR records management system: researched, generated reports, conducted analysis, and built employee profiles. ○ SAP Sf Consultant: 2 years <ul style="list-style-type: none"> ■ Wrote, proofread, and supported the Marketing Director in the completion of various communications ■ In charge of the production of both paper and electronic versions of the monthly newsletter ■ Led the Geek the Library campaign from the Bill and Melinda Gates Foundation. ● Skills: <ul style="list-style-type: none"> ○ Advanced knowledge of: Oracle NetSuite, SAP SuccessFactors, MS Office, Adobe Suite, Web CT, XML, ○ Open Office ○ Fluent in English, French, and Greek (written & spoken). Moderate level of Spanish and Italian ○ Member of the Graduate Business Student Association (GBSA) and the Society of Human Resource ○ Management (SHRM) Association at Nova Southeastern University ○ Involved with the Marketing (JMMA) and Accounting (JMAA) Associations at Concordia University
Education & Certifications	<ul style="list-style-type: none"> ● Master of Business Administration ● Bachelor of Commerce ● Honors Commerce Diploma

The NetSuite Sourcing Specialist

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