

Resume Examples: ERP Focus

Education Section

Example 1

EDUCATION

Missouri University of Science & Technology, Rolla, MO
B.S. Information Science and Technology
Business Minor
Enterprise Resource Planning (ERP) Minor

August 2010 – May 2013
Cum. GPA 3.606
Major GPA 4.0

Example 2

Education

Missouri University of Science and Technology, Rolla, MO
BS: Information Science and Technology
 Minor: **Enterprise Resource Planning (ERP)**
 SAP Certificate of Excellence

Dec. 11
GPA: 3.27/4.0
Major GPA: 3.66/4.0
 Dec. 11

Example 3

Education:

Missouri University of Science and Technology,
Bachelor of Science in Information Science and Technology,
 Anticipated Graduation Date: **August 2013**

Rolla, MO
GPA 4.0/4.0

Wisconsin School of Electronics,
Associate of Science in Electronic Engineering Technology,
 Graduation Date: October 1990

Madison, WI
GPA 4.0/4.0

Course work in physics, elementary and secondary education, and programmable logic controllers

Relevant Course Work Section

Example 1

III. RELEVANT COURSE WORK

IST 50 Information Systems
 IST 51 Implementation of IS I
 IST 151 Implementation of IS II
 ERP 246 Intro to Enterprise Resource Planning
 ERP 348 Strategic Enterprise Management Systems

IST 223 Database Management
 IST 233 Networks and Communications
 IST 243 Systems Analysis
 IST 286 Web and New Media Design & Development
 ERP 342 Customer Relationship Management

Example 2

RELEVANT COURSE WORK

ERP 246 Introduction to Enterprise Resource Planning
 ERP 346 Systems Design & Implementation
 ERP 347 Supply Chain Management Systems
 ERP 446 Systems Configuration and Configuration

IST 223 Database Management
 IST 351 Leadership Technology Based Organization
 IST 444 Data Warehouses
 IST 445 Database Marketing
 IST 461 Advanced IS Project Management

Example 3

Relevant Courses
Work

E-Commerce
 Database Management
 Systems Analysis
 Telecommunication Networks

ERP Systems Introduction
ERP System Design & Implementation
 ERP Use of **Business Intelligence**
ERP Customer Relationship Management

Computer/Technical Skills Section

Example 1

COMPUTER SKILLS

Enterprise Resource Planning (ERP):

SAP ECC 6.0 (FI, PP, MM, SD, CO, HCM);

SAP BW 7: Query Reporting

BusinessObjects: Xcelsius, Crystal Reports

Programming:

Visual Studio 2008, 2010

Visual C#

C++

Web Programming & Design

Adobe Photoshop/Illustrator/InDesign

Terminal Four

Dreamweaver

AutoCAD, Inventor

Productivity & Operating Systems:

Microsoft Office Suite 2007, 2010

Windows XP, Windows 7

Example 2

IV. COMPUTER AND TECHNICAL SKILLS

ERP Skills

Business Intelligence (BI): SAP BW: Query Reporting

Xcelsius Dashboard Creation

Balance Scorecard Analysis

SAP ECC: MM, PP, SD, FI, CO, HR

SAP CRM: Marketing/Campaign Mgt., Lead & Opportunity Mgt., Service & Interaction Center, CRM Analytics, CRM Reporting

Mobility: Sybase Unwired Mobile Platform

Database: Oracle SQL Plus, Microsoft Access

Web and Graphic Design: Dreamweaver (using HTML code), Microsoft Publisher, Terminal Four, Photoshop, Camtasia Studio 8, Windows Movie Maker

Productivity and Operating Systems: Qualtrics, Microsoft Office, Windows XP/Vista/7, Mobile Computing, VPN, Tablet PC Experience, Microsoft Visual Studio (C#), **Microsoft Visio** (Data Flow and ER Diagram Creation)

Computer/Technical Skills Section

Example 3

COMPUTER SKILLS:

ERP/SAP: **SAP ECC Business Suite: FI, MM, SD, PP, CO, HR/HCM,**
 Supply Chain: **SAP SCM/APO 7.0, SAP ECC**
 Business Intelligence: **SAP BW: InfoCube, ETL, Business Explorer/BEx Query, Reports, **BW KM****
SAS Enterprise Miner, SAS Text Miner,
 Programming/Database: **SQL * PLUS, C#**
 Web/Digital Media: **Adobe Publisher, Camtasia**
 Productivity: **Microsoft Office Programs: Excel, Word, PowerPoint, Access**

Example 4

COMPUTER SKILLS

Enterprise Resource Planning (ERP): **SAP ECC 6.0 (FI, MM, SD, PP, CO, HCM), SAP CRM, SAP SCM, SAP BusinessObjects Dashboard Design (Xcelsius), Sybase Unwired Platform (SUP)**

Portal, Web Design and Authoring: **HTML, CSS, Terminal Four, Microsoft Publisher, Adobe Dreamweaver, SharePoint 2010, SharePoint Designer**

Digital Media: **Camtasia Studio, Adobe Premiere Elements, Adobe Photoshop**

Database: **SQL, Oracle 11g**

Programming: **C++, C#, Visual Studio 2010**

Productivity: **Microsoft Office Suite (Word, Excel, PowerPoint, Access), Microsoft Visio, Microsoft InfoPath, Minitab**

Work Experience

Format

Individual

Position/title Company, City, State

- Job responsibilities
- Your accomplishments

Start time - end time

In a team/project based environment

Position/title Company, City, State

- Job responsibilities
- Team accomplishments
- **YOUR** contributions

Start time - end time

In a team/project based environment

Position/title Company, City, State

- Project 1
 - Project description
 - Team accomplishments
 - **YOUR** contributions
- ...

Start time - end time

Start time - end time

Work Experience

Format

Position/title Company, City, State

Start month/yr - end month/yr

- Job responsibilities
- Your accomplishments

Example 1

WORK EXPERIENCE

-
- | | |
|---|-------------------------|
| Enterprise Application Management Intern , Express Scripts, St. Louis, MO | May 2012 – August 2012 |
| <ul style="list-style-type: none"> • Effectively redesigned an unorganized SharePoint document portal with over one thousand and three hundred playbooks by analyzing survey results, holding video conference meetings, and applying good interface guidelines • Analyzed and organized document metadata, proposed design alternatives, and implemented new SharePoint Document Portal. • Collaborated with team members to update current project information, leading to improved internal tracking for all managers within the department | |
| Research Assistant , Center for ERP, Missouri S&T, Rolla, MO | January 2012 – Present |
| <ul style="list-style-type: none"> • Design and maintain student placement and career outlook web site • Improved usability while maintaining and updating the Career Opportunities & Employer Relations student placement dashboard using SAP Xcelsius software (http://web.mst.edu/~msdnaa/COC/COER2012.html) | |
| Part-time Clerk <u>QuikTrip</u> , O'Fallon, MO | June 2008 – August 2011 |
| <ul style="list-style-type: none"> • Provided fast, friendly customer service and ensured payment accuracy for over one thousand transactions a day • Communicated with fellow employees to efficiently complete all necessary tasks for every shift | |

Work Experience

Example 2

WORK EXPERIENCE

Assistant Coach, Missouri S&T Track and Field, Cross Country, Rolla, MO

Feb 09 - May 12

- Made sure all athletes' needs were met and that they were in the best possible position to succeed
- Actively participated in all phases of training, coaching, and preparation for a track meet
- Lead and coordinated team workouts, drills, and exercises

Example 3

- Assisted other students in equipment assembly and maintenance and shop equipment use

Equal Opportunity Specialist, Missouri Air National Guard, Whiteman AFB, MO

2009–present

- Perform and manage military equal opportunity (**MEO**) and human relations education (**HRE**) programs
- Teach military equal opportunity (**MEO**) and human relations education (**HRE**) classes
- Conduct administrative functions to support MEO programs and performs administrative functions including but not restricted to preparing reports, analyzing program statistics, and initiating and maintaining case files
- Plan, organizes, and direct MEO and HRE activities
- Promote an environment where individuals are treated with dignity and worth regardless of race, color, religion, national origin, or sex

Relevant Course Project Experience

Format

Individual

Project name, class

- Project description
- Your accomplishments

Start time - end time (semester)

Team

Project name, class

- Project description
- Team accomplishments
- **YOUR** contributions

Start time - end time (semester)

Relevant Course Projects

Example 1

<p>Relevant Project Experience</p> <p>Individual</p>	<p>Dashboard Mobile App:</p> <ul style="list-style-type: none"> • Build and deploy a mobile dashboard app using Sybase Unwired that can function on multiple device platforms. The app is used to display account balances pulled from the SAP system. • Deployed a fully functioning mobile app that can be used to display account information from an account found in the chart of accounts of a particular SAP client. 	<p>2013</p>
<p>Team</p>	<p>ERP Simulation:</p> <ul style="list-style-type: none"> • In a group, establish a mock company manufacturing gift baskets for direct sale and wholesale. Use each module in SAP to facilitate business operations. The goal of this assignment was to become familiar with SAP while learning how a business operates. • As a team, we placed second based on net income. The team worked together to make decisions and grow the company by more than 70 percent. • Contributed to the team through: production management, assisting other members with SAP transactions, and keeping the team on task to increase net income. 	<p>2012</p>
	<p>Network Design:</p> <ul style="list-style-type: none"> • As a group, select a Fortune 500 company and assess their network requirements. Then choose a single location of the company to design a network for. After designing the network, present the plans to the class and professor. Each team was also responsible for assessing another team's design. • Completed all tasks efficiently and on time as a team. The result of the team's efforts was a complete network design, including graphic representations and reasoning for design choices. • Contribution to the project included managing meetings, compiling the project deliverables, assisting with the company's need analysis, and justification for design choices. 	<p>2012</p>