

# Resume Examples: ERP Focus

Center for Enterprise Resource Planning  
(ERP)

# 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 2020 – May 2024  
**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: **May 2024**

Rolla MO  
**GPA 4.0/4.0**

Wisconsin School of Electronics,  
**Associate of Science in Electronic Engineering Technology,**  
Graduation Date: **December 2010**

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 1750 Intro to MIS

IST 1561 Programming with Java

IST 1562 Java and Data Structures

ERP 2110 Intro to Enterprise Resource Planning

ERP 4120 ERP Software Development

IST 3423 Database Management

IST 3333 Networks and Communications

IST 3343 Systems Analysis

IST 4654 Web Design and Digital Media Studies

ERP 4610 Customer Relationship Management

## Example 2

### RELEVANT COURSE WORK

ERP 2110 Introduction to Enterprise Resource Planning

ERP 5110 Systems Design and Implementation

ERP 5310 Supply Chain Management Systems

ERP 6120 Systems Configuration and Integration

IST 3423 Database Management

IST 5251 Leadership Technology Based Organization

IST 4444 Data Warehouses

IST 5445 Database Marketing

IST 4261 IS Project Management

## Example 3

Relevant Course  
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 2019, 2022**

**Visual C#**

**C++**

Web Programming & Design

**Adobe Photoshop/Illustrator/InDesign**

**Terminal Four**

**Dreamweaver**

**AutoCAD, Inventor**

Productivity & Operating Systems:

**Microsoft Office 365**

**Windows 10, Windows 11**

## 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, MySQL

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

**Productivity and Operating Systems:** Qualtrics, Microsoft Office, Windows 7/10/11, 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 S/4HANA, SCM/APO, SAP Project Systems**  
Business Intelligence: **SAP BW on HANA, BW 4/HANA: 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 S/4HANA** (FI, MM, SD, PP, CO, HCM), **SAP CRM, SAP SCM, SAP SAP Analytic Cloud, SAP Data Sphere, SAP Build**  
Portal, Web Design and Authoring: **HTML, CSS, TerminalFour, Microsoft Publisher, Adobe Dreamweaver, SharePoint 2020, SharePoint Designer**  
Digital Media: **Camtasia Studio, Adobe Premiere Elements, Adobe Photoshop**  
Database: **SQL, Oracle 11g**  
Programming: **C++, C#, Visual Studio 2022**  
Productivity: **Microsoft Office Suite (Word, Excel, PowerPoint, Access), Microsoft Visio, Microsoft InfoPath, Minitab**

# Work Experience

## Format

### Individual

Position/title Company, City, State

Start time - end time

- Job responsibilities
- Your accomplishments

### In a team/project based environment

Position/title Company, City, State

Start time - end time

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

### In a team/project based environment

Position/title Company, City, State

Start time - end time

- Project 1
    - Project description
    - Team accomplishments
    - **YOUR** contributions...
- 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 2022 – August 2022

- 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 2022 – Present

- Design and maintain student placement and career outlook website
- Improved usability while maintaining and updating the Career Opportunities & Employer Relations student placement dashboard using SAP Xcelsius software

**Part-time Clerk**, QuikTrip, O'Fallon, MO

June 2018 – August 2021

- 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

**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 and 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

### Relevant Project Experience

#### Dashboard Mobile App:

- 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 functional mobile app that can be used to display account information from an account found in the chart of accounts of a particular SAP client.

#### ERP Simulation:

- 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.

#### Network Design

- 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 results 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.