### CaRhonda Scott

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##### Sr. Financial Functional Software Consultant/Business Analyst Profile

Analytically minded and accomplished leader with extensive experience in business requirements and analysis, functional and configuration designs, and test scenarios. Demonstrated expertise in assessing business needs, providing instructions, organizing training sessions, testing system performance, and setting up procedures to meet and exceed desired objectives on time. Skilled in monitoring workflow, leveraging existing software technologies, making recommendations for enhancement, and developing advanced strategies for attaining operational goals. Proven success in creating appropriate functional and process designs as well as prototypes in accordance with set specifications. Adept at achieving complete client satisfaction by developing and implementing testing plans and facilitating customers through the testing cycle. Superior analytical, decision making, presentation, problem-solving, and interpersonal skills with multitasking ability to sketch plans, prioritize work, and lead complex responsibilities under aggressive timelines.

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| * Strategic Planning & Execution * Functional Design Creation/ Testing * Continuous Process Improvement * Client's satisfaction & Retention | * Fit/Gap Analysis * GAAP/ SOX Compliance * Business Process Modeling * Relationship Building/Mentoring | * Forecasting & Budgeting * System Configuration * Project Administration * Astute Communication |

# Professional Experience

**Anderson Frank ,** Famers Branch, TX 1/2020 – 4/2020

**NetSuite Trainer/Consultant**

* Trained existing employees on the effective and efficient use of the Netsuite system.
* Analyzed business needs and facilitated design; facilitate review and training sessions with franchise partners.
* Identified opportunities for automation to increase quality and speed of processes.
* Created and maintained documentation of the system and business processes.
* Implemented Avalara sales tax application.
* Supported in troubleshooting help desk tickets.

**Lucile Packard Children’s Hospital Stanford,** Menlo Park, CA 1/2019 – 9/2019

**Sr. Business Systems Specialist (PeopleSoft FSCM)**

* Developed and implemented system test scripts, delivered exceptional support regarding validating fit/gap analysis assessment, and configuring design to ensure smooth-flow company routine processes.
* Conducted AP, AM, GL, and PC as well as configured and managed system test tasks, including determining test conditions and utilizing designed test scripts.
* Prepared test scenarios and conditions and high-level expected results site-specific requirements for each business process by using effective business procedures and functional designs.
* Facilitated site-specific needs, such as interfaces, extensions, forms, portal, and workflows by formulating and maintaining detailed reports and specifying changes to custom development objects.
* Serves as Leader/Manager and Project Manager of assigned projects; serves as subject matter expert.
* Manages and delivers technology projects and coordinates projects across multiple organizations and or project teams.
* Responsible for issue resolution with vendors.

**The Vested Group,** Plano, TX 7/2018 – 1/2019

**Senior NetSuite Consultant**

* Created advanced functional and process designs and prototypes to assist team members in completing assigned duties on time.
* Defined and documented all business requirements accurately aligned with the statement of work.
* Organized and directed training and mentoring sessions to enhance skills of the functional department.
* Attained complete client satisfaction by transitioning customers after go-live to account management.

**LaSalle Management,** Ruston, LA 9/2017 – 8/2018

**Financial Consultant**

* Served beyond routine activities to develop and organize internal controls for the enterprise.
* Provided superior assistance in regards to validating fit/gap analysis evaluation and selecting a vendor of financial software of the company.
* Produced and maintained system requirements for finance and supply chain, whilst performing account reconciliations operations in compliance with set guidelines.

**Tampa General Hospital,** Tampa, Florida 12/2016 – 9/2017

**PeopleSoft Specialist – Finance & Supply Chain**

* Spearheaded and completed various implementations of technical and functional projects for information systems financial operations, comprising of PeopleSoft financials and pc execution.
* Appraised by executives for delivering exceptional functional, business process, production, and analytical facilitation to organizational AP, AM, PO, GL modules, and other applications.
* Initiated various process improvement operations by examining and documenting existing systems and business procedures as well as assessed project outcomes to measure efficiency improvements.
* Liaised with managers, users, and production support teams to meet and exceed expectations by identifying and resolving potential issues in a timely manner.

**Health & Human Service Commission, PeopleSoft 9.2 Financial Re-Implementation,** Austin, TX 5/2016 – 12/2016

**AP Consultant**

* Provided outstanding input related to test conditions for AP to identify and mitigate potential risks on time.
* Formulated and maintained detailed documents and specified any changes to custom development objects necessary to support site-specific requirements, such as interfaces, extensions, forms, portal, and workflows.
* Played a leadership role to assigned duties to staff members related to security roles, permissions, and password rests as per company guidelines.

**Kotler’s Solutions,** Orlando, FL 12/2015 – 3/2016

**PeopleSoft 9.2 Financial Asset Management Implementation, Wyndham Vacation Owner**

* Developed and allocated PM resources and budget in required areas to provide deliverables within time and budgetary constraints in close collaboration with project and tower managers.
* Successfully supported in following up on logged defects and key re-test activities to streamline workflow.
* Directed and completed AM configuration build and system test preparation tasks by determining test conditions and preparing effective test scripts.
* Drafted and submitted actual to forecast variance analysis on a monthly basis to project manager.

**Accenture Consulting,** Orlando, FL 2013 – 2015

**AP Consultant**

*Key Projects:*

**OAKS PeopleSoft 9.2 Financial Upgrade, State of Ohio** 1/2015 – 9/2015

* Conducted AP configuration build and system test preparation tasks, such as determining test conditions and developing test scripts.
* Utilized business processes and functional designs to create test scenarios, test conditions, and high-level expected results for site specifications for each business procedures.
* Provided accurate actual to forecast variance analysis on a monthly basis to the project manager and assistant project manager in a timely manner.

**Texas ERP TXDOT Implementation Tester, State of Texas** 4/2014 – 12/2014

* Led the system and integration test implementation for the company general ledger module aligned with client specifications and test scripts to attain desired objectives.
* Supported in troubleshooting SIRs found during system and integration test as well as executed ORT.
* Developed and modified business requirements and fit/gap analysis, functional and configuration designs, and test scripts as per set specifications.
* Facilitated team members in configuring security, drafting procedural documents, and providing end-user training and post-Go-Live support when required.

**Business Analyst 3, Waste Management** 10/2013 – 3/2014

* Ensured completion of assigned projects within time and budget by guiding team members in various deliverables and project activities.
* Provided support in writing functional and P2P designs as well as testing the integration of the Ariba/invoice Pro to PeopleSoft 9.0.
* Collaborated with the business and Ariba team to conduct SIT testing within a set timeframe.
* Applied the test scripts in ALM for the invoice pro-integration to PeopleSoft as per set requirements.
* Recognized for building several test scripts/cases for Ariba/Invoice pro functional designs.

**American Partner Consulting,** Waco & Austin, TX 6/2012 – 10/2013

**Financial Functional Consultant, Providence Health Center, Seton Healthcare Family**

* Contributed to the execution of technical and functional projects for information systems financial operations, including PeopleSoft Financials and PC implementation.
* Delivered superior functional, business process, production, and analytical assistance for PeopleSoft AP, AM, and GL modules, Mediclick, Sage reporting, and other applications.
* Created advanced solutions for resolving potential problems on time to meet and exceed expectations of stakeholders in association with managers, users, production and support team.
* Managed PM resources forecasting and budget reporting in coordination with project and tower managers to allocate resources and budget efficiently in areas to meet deliverables within set timeframe.

**Cisco Systems/ KForce,** Richardson, TX 10/2011 – 6/2012

**Sr. Business/Financial Analyst**

* Devised and executed overall financial reporting, reconciliation, and organizational policies and procedures, including KPI’s and monthly performance metrics to accomplish desired objectives.
* Coordinated with finance team to finalize quarterly commit and tie-out processes for quarterly performance.
* Slashed variance between forecast and actual throughout the quarter to enhance forecasting accuracy in close association with several business and finance partners.
* Developed and defined new procedures and ranked as well as rated their impact on the business.
* Played a leadership to evaluate processes for determining their impact on the company routine operations.
* Conducted ad hoc analysis and submitted detailed reports regarding discrepancies and issues by performing duties with top management, sales, and finance departments.

Additional experience as **Sr. Financial Analyst & Manager** at Parkland Health & Hospital System/PeopleLogics, as **Sr. Financial Analyst** at Fluor, as **Sr. Financial & Accounting Consultant** at Contract Assignments, as **Accounting Manager** at Alcoa, as **Sr. Financial Analyst & Manager** at Pro-Line, as **Financial Analyst** at Trinity Industries, and as **Senior Accountant** at Rent-A-Center.

**Educational background**

**Master of Business Administration |** Liberty University, Lynchburg, VA , Pursuing

**Bachelor of Science in Finance |** Louisiana Tech University, Ruston, LA, 1995

**PROFESSIONAL AFFILIATIONS**

* Institute of Management Accountants, 2004 – Present **|** Institute of Internal Auditors, 2007 – Present **|** SOX Institute, 2007 – Present

**TECHNICAL PROFICIENCIES**

**Platforms:** Windows, AS/400, & Oracle **| Software:** PeopleSoft Financials (GL, AM, AP), NetSuite, Service Now, Upside Contract Management, Salesforce, SmartSheet, Visio, Lawson, Hyperion Planning/Essbase, Siebel, Microsoft Office Suite (Excel, Word, & PowerPoint), SharePoint, SAP, Smartsheet