**Nicole Norris**

9672 41st Place Cir NE • Saint Michael, MN 55376 • 952-657-4621

# CANDIDATE SUMMARY

I have over 6 years of experience in project administration and as a business analyst and 8 years in compliance related positions including legal, medical device, banking and renewable energy. I’m experienced in auditing, data analysis, project communication and status reporting. I have expertise in analyzing daily user activity; designing pages on SharePoint and maintaining document management systems. I have excellent communication skills and excel at cultivating relationships to streamline processes.

# DEMONSTRATED SKILLS AND ACCOUNTABILITIES

* Project Coordination / Jr. Project Manager
* Prior experience in procurement, property management, legal, medical device, clean energy, and banking/finance
* SharePoint
* Data Analysis and Management Systems
* Microsoft Office 365
* Relationship management with all internal hierarchy
* Microsoft Office, PowerPoint, Excel
* Able to handle multiple projects concurrently
* Strong writing and research skills
* Advanced computer skills
* Problem solver and negotiator with effective skills at cultivating cooperative relationships to streamline processes

# EXPERIENCE HIGHLIGHTS

* Maintained and developed SharePoint site, reported on status new landings
* Responsible for Data analysis, project communication and status reporting
* Point-of-Contact through software and training during Coupa transition period
* Utilized OneDrive and Dynamics 365 to develop and design PowerPoint presentations, technical user manuals, and video archives for specific training requests
* Utilized SharePoint and DocuSign to streamline and track document requests from customers
* Identified and worked on company efficiencies and improvement processes
* Data scrubbed spreadsheets of procurement and client information for data integrity
* Reviewed audited submissions of procurement work orders, PO’s, invoices and document requirements of SOX compliance
* Worked with IT department to develop and implement a document management system with retention needs
* Managed customer affiliation and membership lists to streamline relationships
* Worked with stakeholders to provide updated documentation using Microsoft Excel
* Coordinated and designed Salesforce landing page for internal and external (CRM) customers

# TOOLS/METHODOLOGIES

Adobe Sign, Adobe DC Pro, Ariba, proprietary banking platforms, Camtasia, Casemaker, Cloud based software, Concur, Coupa, Engie Insights, GRC, BSM platform, Credit Risk Monitor, DBA - Data Analysis and Management Systems, Software, DocuSign, Dropbox, Excel (i.e., Pivot Tables, macros and VLOOKUP’s), Google Docs, JD Edwards Enterprise One, Oracle, Lexis Diligence, Microsoft Office 365, SAP, SharePoint, Snag-it, Summation, Syspro Accounting, SQL, Smartsheet, Procurement platforms like Spend Management and SAP

### **Education**

Graduation: TBD - Part-time

**St. Cloud State University**

M.S. Regulatory Affairs and Services

**2012 North Hennepin Community College**

Paralegal Certificate ABA Approved Program

**2007 Minnesota State University Moorhead**

B.S. Legal Studies

Minor English Writing

# CHRONOLOGICAL EXPERIENCE

**Paralegal – Target Properties Energy Team** September 2020 to Present

Consultant at Target, Minneapolis, MN (remote)

* Contract auditing and editing of offsite and onsite solar and wind projects
* Execute contracts via Ariba Spend Management and route for signature to Developers
* Taken lead with data management plans for repositories and naming convention overhaul
* Research solar garden and developer information for establishing solar store expansions and remodels

**Gap in Employment** September 2019 to September 2020

* Planned time-off to coordinate with child schooling.

# Supplier On-boarding/Catalog Manager (Healthcare Unit)

Consultant at Wolters Kluwer, St. Cloud, MN (remote) September 2018 to September 2019

* Point-of-Contact during onboarding system implementations process of SAP clients to Coupa Procurement Portal
* Utilized OneDrive and Dynamics 365 to develop and design PowerPoint presentations, user manuals, and video archives for control testing and training
* Maintained SharePoint, reported status and updated results as required
* Data scrubbed spreadsheets of procurement and client information for data integrity
* Produced supplier enablement strategy and communication plan for Coupa onboarding procedure process
* Handled support and submission of procurement work orders, PO’s and invoices during onboarding transition
* Worked remotely

# Business Analyst – Third Party-Risk

Consultant at Best Buy, Richfield, MN April 2018 to July 2018

* Scrubbed insurance risk data to support SharePoint/OneDrive and Dynamics 365
* Utilized SharePoint and DocuSign to streamline and track document requests from customers and sign-off on electronic installations via SharePoint and DocuSign
* Responsible for Data analysis, project communication and status reporting
* Reviewed client requests for installation work
* Verified new and revised insurance certificates from brokers
* Coordinated and designed Salesforce landing page for internal and external (CRM) customers
* Audited and revised invoice documents

# Contracts Coordinator – Legal (Medical Device)

Consultant at Coloplast, Minneapolis, MN September 2017 to July 2018

* Analyzed contracts and record retentions
* Worked with BI Group, distributors and Group Purchasing Organizations
* Managed customer affiliation and membership lists to streamline relationships
* Collaborated with Contract Analysts on the design, development, implementation and maintenance of new and existing customer contracts via JD Edwards
* Analyzes daily user activity on SharePoint and maintained records of SharePoint updates and activity
* Updated and maintained various templates and tools for newly awarded contracts and renewals
* Identified and worked on company efficiencies and improvement processes

# Property Legal Compliance - Coordinator

Employee of Silver Bay Property Corp., Plymouth, MN June 2015 to June 2017

* Managed compliance issues of 1,700 properties and 930 Homeowner Associations
* Oversaw projects from third-party vendors to correct HOA single-family home violations
* Approved payments for the HOA’s entire budget of $1.6 million
* Audited the correct payment data to ensure accuracy and compliance of all Sox controls
* Restructured and implemented new processes and procedures for central compliance
* Negotiated reduction of $35,000.00 worth of HOA fines and legal fees
* Updated, designed, and beta tested Salesforce platform to work with central compliance HOA properties

# Subpoena Compliance Specialist

Employee of MoneyGram International, Minneapolis, MN January 2009 to May 2012

* Analyzed SARs and researched financial anomalies to comply with government policies such as Fin Cen, US Patriot Act and OFAC
* Partnered with regulatory task force to create and implement operating policies and procedures
* Triaged subpoena, warrants, interrogatories and contracts as submitted by state and federal law enforcement
* Point-of-Contact on discovery criminal cases, used to testify in state and federal trials
* Utilized PowerPoint, Salesforce and Oracle to develop and train new hires on policies and procedures