

MICHELLE A. CARRANZA

Address: 32 E Main St Apt D6 Winters, CA 95694

Cell: (530) 564-2444 **Email:** michelleacg@gmail.com

SUMMARY OF QUALIFICATIONS

- Over Five years of experience in Data Analysis including Data and Financial trending
- Over Five years of experience with analyzing data on SAP FICO systems.
- Over Five years of Excel proficiency, creating Macros, formulas and Pivot tables to reduce account and data reconciliation time.
- Over Five years of experience processing transactions and producing outputs in the following areas: Collecting outstanding debt, accounts receivables, solving dispute management cases, and account reconciliation management for multimillion dollar portfolios.
- Expertise compiling and auditing 14 team members to validate account balances, recoveries for the company, monthly and quarterly forecasts and also payment and product purchase trends based on historic data across North American Region.
- As an External Resource Manager worked as a Liaison between Project Teams, Resource Managers and Suppliers to deliver high quality IT talented consultants to fulfill project demands.
- Experience generating savings thru the entire process of staffing negotiating with both vendors and projects.
- Provide proper feedback to the vendors to improve their profiles quality.
- Recruitment experience and Knowledge of job requirements for manufacturing, nursing, engineering, administrative, accounting, pharmaceutical, telecommunications, networking, automotive and project management.
- Bilingual (English and Spanish)

EDUCATION

Universidad de San Carlos de Guatemala, 2001-2006

Architecture - School of Graphic Design 2.5 years completed

Colegio Ciudad Vieja, 1999-2000

Highschool

ADDITIONAL EDUCATION

Lean methodology – Six Sigma / Capgemini: 2013

Kaizen certification – Six Sigma / Capgemini: 2013

Yellow belt – Six Sigma / Capgemini: 2011

Quality Work. By IGSS: Jan '07

Customer Course. IGSS: Jun '06

Diploma course in Freehand MX. By USAC: Jan '06

Course Intermediate Microsoft PowerPoint XP. By DIGI / USAC: Oct '05

Course Intermediate Microsoft Excel XP. By DIGI/USAC: October/2005

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PROFESSIONAL SUMMARY**Blue Diamond Growers (Temporary) – May 2015 – Current
Finance – Cost Accounting**

- Keep track of Capital Expenditure invoices during the payment process.
- Add Purchase Order, Internal Order and Plant to CapEx invoices accordingly, reconcile against SAP and request Procurement or Vendors to update SAP/Invoices as required.
- Request Project Managers approval to process Capital Expenditure payments.
- Creation of Goods Receipt in SAP to allow Accounts Payable to process payment for Vendors.
- Creation of Internal Orders for Capital Expenses after approved.
- Closure of Capital Expense Projects as required.
- Maintain Budgets of Internal Orders as requested per Project Managers
- Reconciliation of General Ledger as required requesting Journal Entries to transfer funds to Capital Expenses.
- Weekly report to track Goods Receipt in the system and prevent incorrect process.
- Maintain the CE report in a monthly basis.
- Update the Fixed Asset report in a monthly basis.
- Updated KPI Tracking (Key Performance Indicator) of main plants with new Inshell and MPL data in a daily basis
- Keep updated MPL track with Primes, Byproducts and Finished Goods.
- Create and update a portion of Frontline Incentive in a weekly basis.
- Reported Variance of each General Ledger by month and year to date also report write offs and item transfers by month and year to date for Finance Director of Supply Chain.
- Report Budgets for Cost Centers to compare FY15 Actual Cost Vs Plan Cost for Managers to be able to Forecast upcoming Fiscal Year.
- Compile and update Actuals of Labor and Overhead Expense FY15 as Fiscal Year End approaches.
- Update standard pricings, price units, planned prices, procurement type and Special Procurement Costing in SAP for cost run.
- Update materials per plant, per line with working hours, base Qty, components, quantity and unit of measure.
- Keep BOM's updated and percentage of composites as required.
- Fixed Asset creation when requests are received from Project Managers.
- Asset retirement by Scrapping
- Maintenance of period settlement report
- Compiled 3rd party packers inventory and tie to company's inventory in a monthly basis.

**Blue Diamond Growers (Temporary) – August 2015 – October 2015
Finance – Accounts Payable**

- Process PO and non-PO invoices through SAP. - Review all invoices for appropriate documentation and approval prior to processing.
- Prioritize invoices according to cash discount potential and payment terms.
- Research and resolve discrepancies regarding payments and related documentation.

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- Communicate with other departments and vendors to ensure smooth and accurate processing of invoices.
- Process miscellaneous billings.
- Create and maintain vendor records including 1099 information to meet the requirements of the IRS and EDD.
- Performs other related duties and projects as required or assigned
- Creation of Aging report to provide guidance of unpaid invoices to Accounts Payable.

Millennium Software, Inc – December 2014 – March 2015**Recruiter**

- Responsible for recruiting of candidates based on assigned job requisitions.
- Worked on recruiting customer service reps, tool & die engineers, nurses, production operators for clients like AT&T, Becton Dickinson and Henry Ford Hospital.
- Search for matching candidates on Monster and CareerBuilder.
- Worked on positions related to job requirements for manufacturing, nursing, engineering, administrative, accounting, pharmaceutical, telecommunications, networking, automotive and Project management.

Capgemini Business Outsourcing – July 2014 - October 2014**Procurement | External Sourcing / Vendor Management**

- Liaison between the Project teams, Resource managers and Suppliers to deliver high quality and proven talented contractors to fulfill the needs of the clients at all the projects across the North American Region looking all times to deliver this on the best rates possible and fastest turnaround time.
- Responsible for the reception and management of all requisitions that are delivered to the external vendor management team including all communications related to the requirement (email, phone calls, conference calls, Skype messages and others.)
- Responsible to staff every assigned need avoiding that the position gets staffed internally, through a non-preferred vendor or closed due to inability of the group to handle.
- Properly publish needs to the market & prefer vendors at internal systems (WWS, Ework)
- Manage all contractor activities, incidents & requirements at the assigned accounts.
- Communicate with RMs and PMs to effectively analyze and identify the need of the accounts regarding workforce.
- Provide and generate all required documentation to onboard contractors into Capgemini as well as for terminate their assignments.
- Generate savings thru the entire process of staffing negotiating with both vendors and projects.
- Manage communication with vendors.
- Attend all issues with suppliers that might compromise the delivery of contractors thru the proper system/process.
- Set up and maintain updated information into all logs used to track performance and delivery of resources
- Provide proper feedback to the vendors to improve their profiles quality.
- Provide any requested assistance thru the recruitment process such as interviewing candidates.

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Capgemini Business Outsourcing – September 2009 – June 2014**Coca Cola, Collections Chain | Senior Portfolio Analyst**

- Developed forecasting tools and dashboards to analyze revenue variance, Business pipeline and collections trends.
- Reviewed existing daily management reports and the process of data extraction, data cleaning using MS Excel
- Create and Maintain macros for payments and performance ratings.
- Consolidate data and materials for key leadership meetings
- Created quarterly and monthly Excel reports with the operations and financial results
- Analyze, Create and Document new procedures for the chain accounts improving SLA's and KPI's
- Participated in inbound and outbound calls to from client.
- Participated in meetings for key measurement targets of the team.
- Proactive in ensuring the delivery of a customer focused in service to client.
- Proficient knowledge of several collections (OTC) and data analysis processes on SAP FICO systems.
- Responsible for processing transactions and producing outputs in the following areas: Collect outstanding debt, perform doubtful receivables, solve dispute management, and resolve deduction management.
- Research, analyze and reconcile several payments against invoices and misapplications performing account reconciliation for multimillion dollar portfolios applying Data Analysis including Data and financial trending
- Create Macros, formulas and Pivot tables to reduce the reconciliation time.
- Committed to compile and audit team members to validate account balances, recoveries for the company, monthly and quarterly forecasts and also payment and product purchase trends based on historic data across North American Region. Performed, compiled and audited SP Projections, Top 50 SPD accounts, Forecast and Compliance.
- Participated in meetings for key measurement targets of the team.
- Delivered a high quality and cost effective service.
- Responsible for processing transactions and producing outputs in the following areas: Collect outstanding debt, perform doubtful receivables, solve dispute management, and resolve deduction management.
- Proficient with collections process, compile and audit team's and personal reports, research, analyze and reconcile several payments against invoices and misapplications, provide assistance to several customers by email and phone calls.