**Jamia Yant**

Seeking employment that fully utilizes my diverse business experience in Website Design and Development and offers the opportunity for career advancement along with the further expansion of IT skills

**Professional Experience:**

**AP Specialist** July 2008 to August 2011 Sandvik Medical Solutions

* Moved to Finance Department by VP of Operations as a problem solver
* Maintain all aspects of Payables for two locations (Tennessee/Alabama)
* Manage ACH payments daily
* Manage AP Positive Pay Uploads
* Manage Inner Company Invoicing through SIH HUB
* Set up remote check deposits
* Maintained Check Signing Software and Signatures
* Performed Month End Reconciliations of Inner Company SIH HUB
* Managed T&E Processing, Payments and Reporting
* Managed Company Purchasing Card Reconciliations
* General Ledger Reconciliations

**Buyer Planner** February 2008 to July 2008 Sandvik Medical Solutions

* Support production schedules to manage inventory at planned levels
* Prepare and communicate detailed plans and schedules
* Ensure compliance of quality standards and assurances in materials and product delivery
* Develop purchasing requirements plan with MRP system
* Develop and build new supply sources in order to meet production requirements
* Evaluate and Asses Vendor Performance
* Served on implementation team for ERPLX implementation
* Developed Procurement Work Instructions and Procedures for documented quality system
* Manage Carousel Consignment Program

**Buyer Planner** January 2004 to February 2008 Medtronic

* Coordinate plans based on the schedule and BOMs
* Maintain Inventory Controls
* Arrange meetings with the supplier management to understand and discuss the aspects of business and to develop effective relationships.
* Maintained vendor stocking programs, contracts and blanket orders to obtain optimum pricing.
* Served on the implementation team for SAP
* Served on the implementation team for MAPICS
* Performed other tasks as required
* Trained Procurement Team on SAP Procurement Rolls, Functions and Processes (including MRP)
* Manage Tool Crib Consignment Program

**Areas of Interest:**

* A motivated self starter who is tenacious with projects and loves the challenge
* Served on multiple implementation teams for ERP systems
* Participated in “Train the Trainer” SAP training to assist with system implementation and integration
* Familiar with ISO procedures and government standards (ISO9001 and ISO13485)
* Possess excellent knowledge of Software Development Life Cycle
* Possess excellent written and verbal communication skills
* Excellent team leader and a team player
* Proficient ability to evaluate the data inputs and analysis
* Possess excellent interpersonal and organizational skills
* Attention to detail and ability to understand the requirements of customer
* Ability to complete tasks within limited time period
* Great experience and knowledge of the buying, material planning, inventory management and supplier relationship

**Technical Proficiencies:**

* Application tools: MS Office, Wordpress, Photoshop and Dreamweaver
* Programming Languages: Java, HTML, CSS, PHP, SQL
* Operating systems: Unix, Linux, Vista, Windows 2000/XP
* ERP Software: SAP, Mapics, JobBOSS, JDE, BPCS, ERPLX and AS400
* Report Writing Software: Crystal Reports and Cognos

**Educational Summary:**

Master's degree in Information Systems: Enterprise Resource Management
Strayer University, Shelby Oaks Campus TN – **In Progress (Expected Completion 2013) 4.0 GPA**
Bachelor's degree in Information Systems
Strayer University, Shelby Oaks Campus TN 2010

3.98 GPA, Summa Cum Laude

**Personal Details:**

Name: Jamia Yant
Date of Birth: 04/13/1972
Employment Status: Full time
Relationship status: Married