

MARIE A. COLEMAN

Information Technology and Services



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EDUCATION

- Graduate Work**
Master's Degree
Western Governors University
MS – DATA ANALYTICS
Anticipated Completion 2021
- Undergrad Work**
Bachelor's Degree
Prairie View A&M University
BBA – ACCOUNTING
Honors, Cumulative GPA 3.7/4.0

PROFICIENCIES

SOFT SKILLS

- Teamwork
- Leadership
- Quick Study
- Innovative
- Analytical
- Communication
- Presentation
- Personable
- Highly Adaptive
- Diplomatic
- Patient
- Active Listener
- Creative
- Detailed
- Research Oriented
- Self-motivated
- Dependable
- Resilient
- Value Adding
- Results Oriented
- Problem Solver
- Globally Open
- Systems and Software Savvy

TECHNICAL SKILLS

- Systems Design, Implementation and Support
- User Interface Design
- Data Mining
- Data Analysis and Inferential Statistics
- Data Visualization and Dashboarding
- Decision Support and Business Intelligence
- Oracle SQL Coding, Query Development, Algorithm Design
- Process Design, Automation, Improvements, Six Sigma
- SharePoint Design, Custom Workflow Development, Administration and Support
- Web Design
- Project Management, SDLC, ERP Suites
- Team Management
- Technical Writing
- Accounting, Financial Reporting, Auditing, Compliance
- MS Access, Excel, Projects, PowerPoint, Word, Visio

EXPERIENCE

Anthem Inc. – Houston, Texas February 2018-July 2019

Business Information Consultant – Program Integrity Aligned Incentives, Diversified Business Group

- Source the meta and transactional data to support datamart consumption in the datawarehouse architecture (raw data layer, common data layer, analytic data layer) for the PIAI initiative
- Lead functional area data sourcing, mapping and visualizations
- Facilitate tangential system request modifications where data modeling has a downstream dependency
- ❖ As a core team member, successfully delivered the 2019 datamart MVP phase I go-live
- ❖ Created a SharePoint custom workflow repository for downstream client reporting as a stop-gap to enable meeting MVP

University of Houston – Houston, Texas August 2008-February 2018

Application Lead – Campus Solutions Services

- Manage ERP modules implementations, development, maintenance, upgrades, and enhancements.
- Create and manage testing strategies and acceptance criteria.
- Liaise between business owners and technical staff.
- Collaborate with stakeholders and impacted users regarding ERP capabilities, enhancements and disruptions.
- Facilitate defining and usage of security permissions and roles.
- Prepare training materials; plan, organize, and conduct multi-campus and cross-functional training.
- Deliver informative presentations and collaborate as a subject matter expert on system functionality.
- Manage projects and lead deliverables.
- Facilitate analysis and research of Business Intelligence ERP tool for acquisition.
- ❖ Application lead on the 9.2 upgrade project of the institution's custom CB module, IR module and PeopleTools Query.
- ❖ Project manager on UHD campus Building and Facilities Banner/PeopleSoft conversion.
- ❖ Consultant on Assessments Committee. Consulted with Student Affairs and Enrollment Services departments on assessment review and preparation projects. Collaborated on, designed and developed the committee's SharePoint website.
- ❖ HEUG/SCHRUG member and workshop presenter for Basic Query and Advanced Query.

SUMMARY OF QUALIFICATIONS

Applications implementation, upgrades and production support hands-on experience of ERP PeopleSoft, SAP, and McKesson STAR application suites, HCC, Brio Intelligence/Data Warehousing, and MS Access customized applications.



Full project life cycle experience includes PeopleSoft and SAP ERP implementations. Soft project life cycle experience includes systems upgrades/enhancements, customized tools development, and various special projects.



Continued project management training (project life cycle, managing constraints, WBS and network diagramming, crash analysis, Gantt charting, PERT/critical path analysis, etc).



Process improvements training and experience includes Statistical Process Control charting and analysis, Common Cause versus Special Cause variation analysis, flowcharting, Pareto charting and analysis, Fishbone cause-and-effect charting and analysis, Six Sigma methodologies, and other tools used in process improvement methodologies.



Data Analysis, Process Improvements and Automation experience includes building customized Access Data Tools, building Excel Macros/Visual Basic Tools, Dashboarding, building custom Hyperion Brio Applications, building a custom SharePoint Application and Workflow Toolset.



Fundamental accountant/analyst experience. Financial accounting and reporting, Fund/government accounting, Auditing and Compliance, Forecasting, Aging Analysis, Trend Analysis, Account Analysis and Reconciliation.



Data Mining and Analysis, KPI/metrics Dashboarding, broad adhoc reporting, SPC (statistical process control) reporting, Regression Analysis, and Inferential Statistics.

University of Houston – Houston, Texas

August 2008-February 2018

Functional Analyst IV – Enrollment Management Production Support

- Performed system process analysis, design and simulation to meet institutional and State of Texas regulations.
- Performed analysis and re-design of business processes.
- Communicated and resolved issues with functional staff.
- Coordinated programming requirements with technical staff.
- Led the deployment of and developed SharePoint site containing custom dashboards and multi-level complex workflows.
- Led Query methodology and knowledge transfer.
- Used advanced technical skills to provide ad hoc analysis for other modules within Campus Solutions.
- ❖ Functional lead on the 9.0 upgrade project of the institution's custom CB module, IR module and PeopleTools Query.
- ❖ Led the department's SharePoint 2007 to 2010 upgrade, involving restructuring and redesign of the site's components.
- ❖ Designed, developed and deployed an automated toolset (repository lists, custom pages, custom form/views, and complex custom workflows) for submitting, maintaining, and tracking CS enhancement request business cases in SharePoint. A key initiative of the project was meeting the university's goal of leveraging technology to conduct business more efficiently. The work required advanced use of SharePoint Designer custom workflow constructs and web-parts design; as well as advanced InfoPath form design, rules, views, widgets, and form validation edits.

MD Anderson Cancer Center – Houston, Texas

2003 – March 2007,

August 2007- August 2008

Sr. Financial Analyst – GIM, AT and EC

- Analyzed and reconciled company centers account activities.
- Audited reconciliations of other staff.
- Maintained controlling records and Access/Excel spreadsheet databases to ensure accuracy of data entered in accounting systems.
- Monitored and audited procurements, vendor payments, and receipts aging.
- Prepared monthly, quarterly and yearly trend and forecasting analyses and graphs of account balances, PRS gross patient revenue, department costs, available funds summary, operating margin, grants and contracts, and variance reports.
- Prepared department budget and forecasting submissions in Hyperion Planning, Hyperion Forecasting and Hyperion Analyzer.
- Managed accounting of grants and contracts.
- Led process improvements projects.

Sr. Accountant – Gastroenterology, Hepat,& Nutr/GIMN

- Analyzed and reconciled company centers account activities.
- Prepared financial and variance reports.
- Tracked and reported capital, controlled assets and minor equipment.
- Assisted Department Administrator in budget analysis and forecasting.
- ❖ Designed and created the financial and assets inventory databases, spreadsheets and reporting toolset.
- ❖ Designed and created Access-SmartStream ODBC linked database repository and reporting tool.

TECHNOLOGIES, TRAINING & CERTIFICATIONS

- Database/Warehouse/System Platforms and Networking: Oracle SQL 9i, 10g, 11g, SQL Server, KB-SQL, Apache Hadoop, Hive, Teradata, UNIX, Windows NT, Windows 3x/9x/2000/XP/8/10, Novell; DNS, DHCP, FTP, SMTP, TCP/IP, VPN
- Oracle SQL Plus, UltraEdit, PLSQL Developer, Toad
- Project Implementation, SDLC: Jira, Confluence, Agile, Scrum, traditional Waterfall, MS Projects
- KnowledgeNet IT CPEs: Database Technologies, Visual Basic, Visual Studio, HTML, JavaScript
- Oracle PeopleSoft ERP: Campus Solutions, Procurement, Financials, General Ledger, Projects, Configuration Manager, PeopleTools, PeopleSoft Query, Application Designer, Crystal Reporting, PeopleCode, Process Scheduler, EDI Manager, Security
- SAP ERP: Accounting, Controlling and Logistics, Security
- McKesson STAR: Financials and Patient Accounting
- FRED: Grants and Contracts
- HCC - Hospital Cost Consultants
- Lawson ERP/Analytics
- SmartStream Financials
- Informatics, Operational Enterprise Information Data Warehouse
- QI Analyst
- Hyperion Analyzer
- Hyperion Planning/Budgeting and Forecasting
- Brio Business Intelligence
- Hyperion IR Studio
- Oracle OBIEE
- Tableau BI
- MS SharePoint 2007/2010/2013
- MS SharePoint Developer/Workflows
- InfoPath Developer
- MS Office: Access, Excel, PowerPoint, Projects, Visio, Word
- Google SmartSheet
- Mindjet/MindManager Visual Mapping
- Data Warehousing and Business Intelligence – Udemy
- SAP Business Intelligence – Udemy
- Project Management – ExpertRating
- Six Sigma – ExpertRating
- Business Analysis – ExpertRating

Decision Support Analyst – Clinical Revenue and Reimbursement/ Financial Services

- Performed advanced analysis to support strategic operations and financial oversight of patient care.
- Developed, implemented and supported application tools for monitoring and evaluating strategic decisions based on operations and product line performance; including data mining, data modeling, data visualizations, and trend/predictive analysis.
- Analyzed reconciliations and resolved discrepancies between the patient accounting system and the various decision support systems.
- Provided customer service and written documentation for end-users of the decision support systems.
- Performed requirements gathering, design specifications, and GAP analysis.
- Developed project plans scope, resourcing and WBS, testing strategy, and implementation strategy of new modules, upgrades and system modifications.
- Maintained the data dictionary for the HCC application.
- Oversaw batch jobs scheduling, interfaces development, and system maintenance.
- Wrote SQL scripts for data transformations and handling, and wrote SQL query selects for data analysis.
- ❖ Designed, developed and implemented Hyperion Brio-based Uncompensated Charity Care focused application for monitoring and analyzing the indigent population. The custom toolset automated the staging of approximately 150 statistical process control and bar charts and 140 tabular summary and exception reports each month utilizing key operational metrics (patient counts, charges, length of stay and gross patient revenue). The project allowed the institution to experience economies of scale and cost savings by producing a higher volume of reports while eliminating FTE efforts previously used each month in the manual production process. Experience included utilizing Oracle SQL, Visual Basic, JavaScript and Brio proprietary coding languages as well as advanced statistical calculations.
- ❖ Designed, developed and implemented departmental Projects database (in MS Access, VBA) that provided a central repository for capturing, tracking, and reporting on project requests undertaken by the department and performance measures on the project.
- ❖ Automated the department's "Encounters by Admit" work-around process (Access-HCC ODBC link staged data) to meet the needs of many departmental query requests. Also made changes to the algorithms to improve the integrity of the staged data.

CONTACT



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St. Joseph Medical Center – Houston, Texas

March 2007 – August 2007

Special Projects Accountant

- Performed month-end close processing of payroll salaries, benefits, pto and payroll taxes liability/expense, miscellaneous revenue, suspense account, and miscellaneous accruals journal entries in the general ledger; related expense and balance sheet liability account reconciliations and MTD and YTD favorable/unfavorable variance reporting; and productivity reporting.
- Trained support staff on account reconciliations.
- Resolved subsystem modules to general ledger system errors for month-end close.
- Developed Monthly Operating Review reporting packages for executives/directors meetings providing dashboards, graphs and details on key financial and operating performance indicators.
- Managed system configurations and mappings.
- Wrote complex adhoc KB-SQL queries and prepared data analysis for adhoc projects including ROI, utilization, and “bright ideas” cost/benefits analysis.
- Assisted Controller and Assistant Controller in annual budget preparation, surveys, and annual tax package preparation.
- ❖ Advised need of and initiated project to automate closing of GL fiscal periods to prevent errors occurring between submodule to general ledger system feeds and improper posting of financial activity to wrong fiscal periods.

NextiraOne, LLC – Houston, Texas

1997 – 2002

Sr. Accountant/ERP Systems Functional Super-User

- Performed as functional ERP Systems Super-User.
- Developed AP current and future state assessments and GAP analysis.
- Implemented PeopleSoft Payables and Expenses for business units.
- Maintained the PS Payables, Expenses Reimbursement and Purchasing PeopleSoft modules.
- Led module system upgrades and provided applications support.
- Led module requirements gathering, system design and configuration, PeopleCode modifications, data conversion, customizations, creation of Crystal Reports, interface development, process scheduling, and resolution of production issues.
- Conducted training sessions and presentations.
- Prepared IRR analysis for proposed Capital Expenditures on Bluebird Document Imaging system.
- Conducted auditing, compliance, and trend analysis of Procurement Card activity, and conformity spending
- Provided supervision of accountants and clerical personnel.
- Provided advanced functional and technical support including creating customized PeopleTools Queries and Crystal Reports, creating advanced MS Access database ODBC links and connection strings, knowledge of SQR, Application Designer, Workflow Administrator, Security Administrator, EDI Manager, Utilities, Process Scheduler, Application Engine, and PeopleCode.
- ❖ Developed custom ODBC MS Access database that automated the retrieval and distribution of period costs for month-end reporting.
- ❖ Designed MS Excel toolset with advanced formulas, macros, alerts, and reports that aided departmental staff in tracking their vendor group of aging payables.