

Robert Smith

Edi Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Highly motivated Edi Manager with excellent analytical and problem-solving skills. Managed numerous detail-intensive projects simultaneously ensuring timely completion and accuracy. Acting as a liaison between all levels of business units. Planned, budgeted, and managed system development, implementation, and support of projects, using knowledge of life cycles, systems, and processes in a constantly changing business environment.

SKILLS

Outlook, Microsoft Dynamics CRM, PRISM Sales Information System.

WORK EXPERIENCE

Edi Manager

ABC Corporation - 2008 - 2008

Responsibilities:

- Coordinated and implemented all Trading Partnerships on the following transaction sets Invoice (810), Purchase Order (850), Product Catalog (832) and Ship Notice (856) with 1200 Vendors, and set up Trading Partnerships on translator, automating these processes reducing headcount by 5%.
- Initiated and coordinated usage of Third Party EDI Vendors when SSI Trading Partner was unable to meet EDI Requirements, enabling total conversion to paperless environment.
- Coordinated and implemented the Vendor Managed Replenishment Programs held with Playtex, Hanes, Liz Claiborne and Levi-Strauss utilizing the Sales Advice (852) and Reverse Purchase Order (855) transaction sets, alleviating the need for approximately 5 buyers.
- Designed an interface program, which allowed the UPC and SSI internal SKU to be attached within the SSI Order Management Systems.
- Trained all Buyers and Assistant Buyers on how to use this system as it was used to create online Purchase Orders.
- Monitored and upgraded 6 Trading Partner Transactions with 1200 vendors when Version upgrades were necessary for programming or annual requirements.
- Created Training Manual for each stage of program.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Edi Manager

Delta Corporation - 2006 - 2008

Responsibilities:

- Monitored all on-boarding and set-up of new Trading Partner specs, including mapping and testing of all EDI documents (810, 850, 855, 856, etc) .
- Managed implementation and maintenance of in-house EDI systems for customer as well as warehouse communications.
- Maintain current customer maps and document requirements for numerous unique trading partners.
- Comfortable working with multiple EDI platforms and VANs, both in-house and third-party supported.
- Lead EDI support for all EDI transactions using Sterling Gentrans for Windows on a large UNIX based system Developed and maintained

maps using .

- Included setup of GEIS (GE) EDI system and editing of EDI transmissions to our warehouse located in California for shipment and billing back to .
- Managing the EDI team that is responsible for developing, analyzing, managing and coordinating the planning, scheduling, and roll out of EDI and .

Education

MA