


Trevor Pye

 trevor.d.pye@gmail.com

 519-791-2987

 [linkedin.com/in/trevor-d-pye](https://www.linkedin.com/in/trevor-d-pye)

 <https://trevor-resume.ca/>

Summary

With over 12 years of work experience, I am a sales and operational planner with a passion for process improvement, data analysis, and business optimization. I have a bachelor's degree in economics and certifications in investment funds and insurance. I am currently working at Highline Mushrooms, the largest mushroom grower and marketer in Canada, where I support the implementation and maintenance of SAP and other business systems.

In my role at Highline Mushrooms, I am responsible for populating and validating the SAP load-ready files, liaising with various business partners, and ensuring the accuracy of the material master data. I also create business process maps and system requirements to develop automated solutions for business activities. I leverage my skills in MS Excel, SQL, and quality assurance to create on-demand reports, monitor data integrity, and perform system testing. I am always eager to learn new tools and technologies, and to collaborate with cross-functional teams to deliver value and excellence to the organization.

Experience

Sales & Operational Planner

Highline Mushrooms

Jan 2020 - Present (3 years 9 months)

Responsible for the population of SAP load-ready files(LRF) during the initial implementation of SAP.

Duties include liaison between IT, QA, Accounting, Financial Planning & Analytics, and other Business Partners to review and clean up master data migrated from legacy systems.

Responsibilities include Master Data Analyst tasks to ensure continual accuracy of Material Master Data.

Experience in creating business process maps and system requirements to develop automated solutions to business activities.

Continually monitored, validated and reconciled data accuracy between SAP production data with third-party software where the business activities were initially recorded.

Extensively utilize MS Excel and MS Access functionalities to automate various reports required periodically or created on an ad hoc basis.

Lead the design and implantation of a standardized procedure used for inventory, payroll and quality management by multiple teams across all harvest and packaging farms.

Demonstrated the ability to produce reports on demand in SAP from SE16H, including the ability to create multiple complex joins between tables.



Quality Assurance Analyst

Global Excel Management Inc.

Oct 2013 - Jan 2019 (5 years 4 months)

- Created on-demand reports directly from SQL databases of multiple internal proprietary applications
- Responsible for data integrity of multiple EDI and API data transfers interchanges
- Actively participated in the planning of projects, enhancement, maintenance release, and bug review or emergency changes to our proprietary business applications
- Experience in writing functional specifications, creating test plans, test scripts and performing system testing.
- Liaison with stakeholders to coordinate system and product updates for the brokerage business units both internally and externally



Process Mapping Analyst

Highline Mushrooms

Feb 2019 - Feb 2020 (1 year 1 month)

- Create process documentation/workflows, knowledge articles and self-service guidance for Business Process
- Collect and document business requirements for project and process improvement/automation efforts



Client Service Manager

CanAm Insurance

Jun 2011 - Oct 2013 (2 years 5 months)

CanAm Special Risks Insurance is an in bound call center insurance brokerage that specializes in selling and servicing travel insurance. My responsibilities include medical underwriting, binding insurance coverage, and servicing a full line of travel insurance products.



Client Account Manager

SmartCoverage Insurance Services Inc

Apr 2013 - Jun 2013 (3 months)

Temporary assisted SmartCoverage Insurance Service Inc. service auto insurance policies for current clients during temporary increase in volume as result of re-marketing the brokerage's book of business to new carriers.



Consultant

IG Wealth Management

Dec 2010 - Jun 2011 (7 months)

Personal financial planning, including investment planning, life and accident sickness insurance recommendations, in the context of comprehensive financial planning. I was also responsible for prospecting and developing my own client list.



Sales Associate

New Balance

May 2007 - May 2010 (3 years 1 month)

Athletic footwear and apparel sales

Education



University of Windsor

Bachelor's degree, Economics with Honours

2002 - 2010

Licenses & Certifications



Canadian Investment Funds Course - Investment Funds Institute of Canada



Life Licence Qualification Program - Investment Funds Institute of Canada



RIBO - Registered Insurance Brokers of Ontario

Issued Sep 2013 - Expires Sep 2014

R34839



P&C Insurance Representative: Level II Licence - Service NL Financial Services

Regulation Division

12-72-TP077-1



Canadian Accredited Insurance Broker - Insurance Brokers Association of Ontario



Life and Accident Sickness Licence



Business Metrics for Data-Driven Companies - Coursera Course Certificates

Skills

Business Analytics • Process Improvement • Selenium WebDriver • Quality Assurance • Data Analytics
• SQL • Microsoft Access • SAP Production Planning • Tableau • Microsoft SQL Server