

Norma Zavarella

Toronto, ON
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SAP FICO / PS Specialist

Summary of Qualifications

- Two (2) SAP implementation projects as Super User
- Skilled in PS, FICO, SD, CS modules
- Developed custom courses, facilitation, coordination, implementation
- Help desk associate post GO-Live
- Proven work experience as a Project Coordinator/Administrator using SAP
- Experienced in project management from conception to delivery
- Solid organizational skills, including multitasking and time-management
- Strong teamwork and client-facing skills
- Train the Trainer Certified
- Certified Associate Project Manager (CAPM) PMI Certification Aug 2019
- Project Management Professional (PMP) PMI Certification Nov 2019

Technical Skills

- Microsoft Office, advanced Excel (macros/pivot tables), Word, PowerPoint, Outlook
- Advanced SharePoint, Avantis Pro, Business Objects and Clarity PPM
- SAP Super User and Trainer (SD, CS, PS and master data)

Work Experience

Project Services Consultant / Executive Project Management Office

TransUnion Canada, Burlington, Ontario

Jun 2017 – Nov 2018

- Prepare presentations and regular status reports, serving as the main source of information about the project to external teams

SAP Master Data Analyst

Smith and Nephew Orthopaedics, Mississauga, Ontario

2017 contract

- Amend/remove material master data records from current database that is incorrect, incomplete, improperly formatted, or duplicated and restore or remodel in preparation for SAP upload

Project Analyst / IT Planning and Governance

International Financial Data Services, Toronto, Ontario

Apr 2015 – May 2016

- Coordinate with stakeholders and consultants, conducting internal meetings, reviewing finances, and streamlining the overall workflow, with the primary aim of keeping the project on schedule
- Establishing performance indicators and monitor estimates, overall plans, and deliverable deadlines identifying roadblocks and propose process improvements where necessary

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- Prepare presentations and regular status reports, serving as the main source of information about the project to external teams.

Vendor Analyst (SAP)

AECON Group Inc, Toronto, Ontario

Jul 2014 – Mar 2015

- Amend/remove incorrect vendor master data records from current database i.e. incomplete, improperly formatted, or duplicated and restore or remodel in preparation for SAP upload

Project Control Manager / Fully Integrated SAP SME

SPX Corporation-APV North America, Amherst, New York

Oct 2006 – Jan 2014

- Reduced project documentation failures by 100% in six months
- Reduced monthly reporting times by 15%
- Developed new project review workbooks releasing reporting burden from Project Managers and adding valuable time to managing projects
- Improved Accounts Payable process by collecting \$40 million in overdue 90+ days receivables
- Corporate SAP subject expert with full modular integration providing internal resource
- Procurement of office building outdoor signage, alarm system, office supplies, prepare RFQ for annual cleaning proposals and landscaping

Education

Executive Administration Diploma

Sheridan College, Oakville, ON

1983 – 1986

Project Management Professional (PMP) Certification

Sheridan College/Project Management Institute, Mississauga, ON

2018 to Present

Professional Development

Basic Accounting Principles, JHSC (joint health and safety) Worker Certification, Corporate Lean Six Sigma Green Belt Certification, First Aid and CPR Training, Business Administration, Train the Trainer

Community Engagement

Toastmasters, Member

Sheridan College, Mississauga, ON

2019

Toastmasters, President

TransUnion, Burlington, ON

2018

Executive Board Member

Peel Condominium Corporation 70, Mississauga, ON

2018 to Present

Corporate Photographer (Becel Heart and Stroke Ride for Heart)

Heart and Stroke Foundation, Toronto, ON

2014 to 2018

Annual Walk for Kids Participant Registration Volunteer

Ontario Early Years Centre (Wellesley), Hamilton, ON

2012 to 2014

Organizational Volunteer / Youth Mentor

Junior Achievement of Canada, Toronto, ON

1990 and 2016