

SKILLS PROFILE: Cheri Stewart

	<i>Applications/Standards</i>	<i>Proficiencies</i>
<i>Enterprise Applications</i>	<ul style="list-style-type: none"> • Enterprise Content Management (Documentum, SharePoint) • Enterprise Resource Planning (SAP, PeopleSoft, Great Plains) • Financial (SAP, Essbase, CMR, LIBRA, MIS/MIS GL) • Governance, Risk and Compliance (B Wise, Phoenix) • Energy Industry (Nucleus, Endur, nMarket, NirvanaSoft, SAS, LIM) • Crystal Reports 	<ul style="list-style-type: none"> • ECM workflow design, project management, and end user training • SAP end user and reporting • Financial data report development for multiple systems • B Wise configuration, customization, and system administration • B Wise process modeling • Energy industry application documentation and software development projects • Report development and revision
<i>Projects</i>	<ul style="list-style-type: none"> • Project Experience: <ul style="list-style-type: none"> ○ Merger for Financial Services (2) ○ Documentum solution design and implementation (3) ○ B Wise compliance software implementation (2) ○ IT/Business process remediation (multiple) ○ Disaster Recovery manual (2) ○ Technical documentation for computer hardware (4) ○ Technical documentation for computer software (multiple) ○ System access for Financial Services ○ SOX and operational control alignment for Financial Services ○ Organizational redesign for Creative Services ○ Standard Operating Procedure manual (2) ○ Internal websites (4) ○ Database design/redesign (2) • Microsoft Project • Microsoft Outlook (Power User) • Microsoft Excel (Power User) • Microsoft Visio (Power User) • Microsoft PowerPoint (Power User) 	<ul style="list-style-type: none"> • Accelerated timeline projects • Complex, multi-team projects • Project tracking and status reports • Timelines, vacation calendars, and other informational diagrams • Matrices to track complex items, such as system access or training for teams • In-depth knowledge of multiple aspects of complex projects • Serve as liaison between the Business and IT, understanding the concerns and constraints of each • Business intelligence - reports /metrics • Business needs analysis • Business Case preparation • IT solution evaluation and implementation • Vendor management • Conceptual diagrams to assist in training and/or gaining executive team support • Executive presentations • Team training materials and presentation • Process and procedure design, documentation and remediation • Team management • Project documentation templates

	Applications/Standards	Proficiencies
Data Analysis	<ul style="list-style-type: none"> • Microsoft Excel (Power User) • Microsoft Visio (Power User) • Microsoft Access • Visual Basic for Applications • Hyperion Essbase • Consolidated Management Reporting • LIBRA Risk Reporting • Endur • Nucleus • Crystal Reports 	<ul style="list-style-type: none"> • Excel macro creation\automation • Visio conceptual diagrams\timelines • Visio process flow diagrams • Excel Spreadsheet design, validation and revision • Access report/query design • Access database design and cleanup • Information mapping • Excel report design • Balance Sheet/Income Statement reporting and troubleshooting • Financial model cleanup & standardization
Compliance	<ul style="list-style-type: none"> • Sarbanes Oxley Remediation (IT, Hybrid, Tax, Derivatives/FAS 133, AR/AP, Procurement, Control Monitoring, Financial Reporting, Risk Management, Operations) • ISO 9000 Documentation & Internal Audit • Laboratory Procedures • SAS 70 	<ul style="list-style-type: none"> • Familiarity with SOX-related standards (COSO, COBIT, ITIL, etc.) • In-depth knowledge of many Business and IT processes and control measures • Internal audit experience • Laboratory experience • SAS 70 preparation and review • Familiarity with monitoring, continuous monitoring, self-testing and year-round testing processes and procedures
Information Technology	<ul style="list-style-type: none"> • ITIL Service Management (Access, Change\Release, SDLC, Security, Project, Financial, Availability, Governance, Business Continuity) • Database Monitoring Procedures (DDL\DML) • Service Level Agreements • Disaster Recovery • Enterprise Server Technical Documentation (Hardware, Software) 	<ul style="list-style-type: none"> • ITIL Foundations certified • Process and procedure design, redesign, documentation, and training • Data flow diagrams • Process flow diagrams • Infrastructure/environment diagrams • Template design to foster compliance with processes • Familiarity with hardware concepts (server architecture, technical support) • Familiarity with software concepts (modular code, development environments, version control) • Familiarity with database concepts (queries, DBMS, audit and monitoring, data model) • Familiarity with Disaster Recovery/redundancy concepts (mirroring, high-availability, virtualization, failover)

Applications/Standards

Proficiencies

Graphics | Web

<ul style="list-style-type: none"> • Adobe Creative Suite (Dreamweaver, Flash Professional, Illustrator, PhotoShop) • Adobe Technical Communication (Captivate, RoboDemo, RoboHelp) • HTML\CSS\JavaScript Programming • Microsoft Publisher • Creative Services Management 	<ul style="list-style-type: none"> • Interactive media including training materials, informative presentations, and interactive timelines • Graphical data presentation • Concept diagrams • Application tutorials • Web site design and creation • User interface design and creation • Online help • Newsletters and other publications
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Documentation

<ul style="list-style-type: none"> • Adobe Print Publishing (Illustrator, PhotoShop, FrameMaker, PageMaker, Acrobat Professional) • Microsoft Word (Power User) • Microsoft PowerPoint (Power User) • Visual Basic for Applications 	<ul style="list-style-type: none"> • Hardware/software documentation • Process and procedure documentation • Word macro creation and automation • Word template and form design • PowerPoint conceptual diagrams/timelines • Training material and graphics development and presentation • New hire forms for Human Resources • Press releases (nanotechnology) • White Papers
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Other Experience/Interests

<ul style="list-style-type: none"> • Oil & Gas Industry • Energy Industry • Medical Industry • Retail Industry • Nanotechnology • Financial Services (Front Office, Middle Office, Back Office, compliance) • Information Technology Industry (hardware, software, database, eCommerce, help desk, process, compliance) 	<ul style="list-style-type: none"> • Troubleshooting • Complexity Theory • Choice Architecture • Customer Expectation Management • 80/20 Principle (Pareto's Law) • Train the Trainer • Spanish • Child Advocates
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