Sue J. Stevens

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Summary

I am a professional with a diverse background in a variety of roles including finance, accounting, business intelligence, and information services. I have a proven track record for successful process change and systems implementation which require liaison between business and technical departments. I am seeking an analyst and development role supporting marketing and strategic business development. I have a passion for enabling change throughout the organization and I love hands-on detailed and challenging assignments which use technology in the effort to maximize efficiency for the organization.

Experience

Robbins Geller Rudman & Dowd LLP, San Diego, CA

Database Application Developer / Web Analyst   **2009 to Present**

I am responsible for the design, development and maintenance of custom databases, applications and reports. I am also responsible for creating executive level reporting of traffic to the organization's web sites. Interface with marketing department to maintain CRM data and write custom reports so management can use this information for customer events and marketing campaigns.

- Google Analytics Team Lead. Analyze and report web traffic to marketing manager weekly and to executives semi-monthly.
- Design, develop and maintain custom databases, applications and reports in MS SQL Server.
- Create custom web based applications using PHP, HTML, CSS, and Javascript. Upgrade and Incorporate existing MS Access databases into new/existing SQL databases and web applications.
- Created custom email marketing campaigns and client reporting notifications utilizing operational scripts/programs such as HTML, VBA and PHP to interface with custom CRM databases.
- Extensive development activities with T-SQL creating stored procedures and functions to allow reporting tools and office applications to interface with the SQL database for user front-end interfaces and reports.
- Assist Litigation Support and attorneys with ad hoc reporting and data modeling as needed.

Ineum Consulting, Irvine, CA

Senior Enterprise Planning Consultant   **2008 to 2009**

As an Enterprise Planning Consultant, I worked as a member of a team on corporate performance management engagements. My primary focus was building budgeting and forecasting solutions using Cognos software. In this role, I was responsible for written technical documentation throughout the SDLC to describe cube and/or report development, logic, coding, testing, changes and corrections. I was contracted for a variety of engagements and my experience includes:

- Worked with stakeholders to identify key business drivers, data elements, and reporting requirements.
- Create outputs analysis, source mapping documents, process flows and data flow diagrams, and gap analysis in order to provide the technical team with information necessary to create ETL processes, data warehouse and dimensional data models.
- Assist clients with ROI analysis and development of business case supporting business intelligence installation or upgrade.
- Create Cognos Enterprise Planning Analyst models, Contributor Applications and reports.
- Design prototypes of proposed solutions for end user review and approval.
- Assist client with user acceptance testing, including writing test plan and test scripts.
- Pre sales activities including lead generation, interaction with potential clients to understand pain points, design of custom Cognos demos, write SOWs and engagement letters establish scope, risks, assumptions and success criteria. Directly responsible for signed engagements with three clients.
- Post implementation support and modification of existing planning solutions.
- Member of task-force creating Cognos 8.4 upgrade offering for Ineum's customers.

Fairfield Residential, LLC, San Diego, CA   *1996 to 2008*

As a key employee for over 12 years with this real estate company, I held a number of positions in the accounting, finance and information technology departments. I am knowledgeable in all aspects of real estate's business cycles including acquisition, construction, development, redevelopment, property management, asset management, and disposition.

Technical Roles

- Business Analyst with focus toward providing analytical tools and executing process improvement so the department could continue to provide key executives with analysis and reporting needs during a time of company expansion without increase to department staff.
    - Designed and implemented enterprise relational database (RDMS) to track the data associated with complex project life cycles. The database was written using a SQL back-end. User-friendly interfaces allowed for quick, efficient retrieval of the most current, reliable information about projects, companies and contractual obligations.
    - Worked with third party property tax consulting firm to design and implement web-based system to track detailed information required to calculate and predict property taxes in multiple states and taxing jurisdictions.
    - Designed professional reports for distribution to investors, lenders and internal management.
    - Created financial and analytical models to supplement existing ERP 'canned' reports.
    - Designed business productivity reports including actual to budget variance analysis, dashboards, scorecards, and metrics reports focusing on benchmarks and KPIs.
    - Ad hoc reporting as required
- Project Manager for implementation of Cognos to replace existing Excel budgeting process. In this role, I was responsible for all aspects of development from vendor selection to post-production support. The implementation team consisted of 15 Fairfield employees from multiple departments and 3 key individuals from third party consulting firm.
    - Work within a 6 stage system development life cycle
    - Established scope, risks, assumptions and success criteria; identified business sponsor; vendor selection.
    - Interviewed business community to identify business, data, and delivery requirements.
    - Supplied prototypes of proposed solutions to end users for review and approval.
    - Created Analyst models and Contributor Applications.
    - Wrote report specifications and established data source mappings.
    - Defined test plan. Executed multi-state pilot program to fully test system prior to go-live.
    - Designed internal training program for in-house employees. Participated in and supervised nationwide training program for over 200 field employees.
- Technical Systems Analyst with primary responsibility to design and implement a comprehensive asset management system. The module's integration with general ledger data provided robust summary and detailed reporting. This allowed the team to design dashboards which included KPIs, historical comparisons to industry benchmarks and consolidated reporting.
    - Established process framework and provided technical guidance and support to Finance and Accounting departments.
    - Designed user interface mockups and provided data definitions, data flow and other technical specifications to developers.
    - Defined requirements, created mockups, data mappings and other report specifications
    - Facilitated communication between implementation team members and developers, monitored project progress and provided project documentation.
    - Directly responsible for user acceptance testing and systems integration testing.
    - Trained users in new processes and system usage.

Professional Development

University of California, Irvine, CA   *2008*
Certificate - Business Intelligence and Data Warehousing

TDWI World Conference, San Diego, CA   *2007*
5 Day Seminar

Cognos Education, Irvine, CA   *2007*
Cognos 8 BI - Authoring and Modeling

Cognos Education, Vancouver, Canada   *2006*
Cognos Enterprise Planning 7.3

Education

University of Phoenix, San Diego, California   *2004*
Bachelor of Science, Information Technology

California State University, Long Beach, CA   *1989*
Accounting

Orange Coast College, Costa Mesa, CA   *1992*
Associate of Arts, Accounting

Software Applications

- Web based programming languages including PHP, HTML, CSS, and Javascript. Text editors including Sublime and Microsoft Expression Web
- Microsoft Office (all current versions, including 2010): Word, Excel - including VBA, Outlook, Powerpoint.
- Data Warehouse and Database Management: Microsoft SQL Enterprise Manager, SQL Query Analyzer, Microsoft Access
- Cognos Enterprise Planning: Analyst, Contributor, Contributor Add-In for Excel, Contributor Administration and Access Manager
- Cognos 8 Toolset: Query Studio, Analysis Studio, Report Studio, Framework Manager and Access Manager
- Project Management Methods and Tools: Microsoft Project, Microsoft Visio, Microsoft SharePoint, Adobe Acrobat Professional, Altaris
- Transaction Systems: Yardi Enterprise and Voyager, Yardi Investment Management, Timberline