



# ELAINE LAYSON

## ERP Project Manager / SAP Business One Functional Consultant

CLSSYB, CLSSWB, SAP B1 certified professional, with more than 6 years of experience in SAP Business One implementation and Project Management. Successful in collaborating and leading all organizational levels to meet company objectives, improve efficiency and build great teams.

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📍 APALIT, Philippines

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## WORK EXPERIENCE

### **Project Co-ordinator** *Project Management Office* **Microchannel Services (WFH - AU Based)**

02/2022 –Present,

*Responsibilities/Tasks*

- Provide services relating to project co-ordination. This includes supporting Project Managers with scheduling, information gathering, and reporting.
- Management of smaller projects in Microsoft D365 Finance & Operation, Microsoft D365 Business Central, and MYOB Advanced.
- Assigned as a key user on every new product to ensure the correct technical implementation, designs and conducts internal training.

### **ERP Project Manager** **Mustard Seed Systems Corporation**

01/2020 –01/2022,

*Responsibilities/Tasks*

- Supervised consultants across all branches by mentoring, coaching for success, establishing performance expectations, and providing recognition
- Conducts employee performance reviews/evaluations and career development discussions
- Managed relationships with project stakeholders - including updating stakeholders of progress and issues to manage expectations on all project requirements and deliverables
- Responsible for applying expert knowledge of the implementation, providing strategic direction, and solving complex problems to move the business forward
- Prepared project plans (waterfall method), project updates, track requirements and deliverables, daily/weekly metrics and facilitate weekly cadence and monthly management meeting with client

### **SAP B1 Functional Consultant** **Mustard Seed Systems Corporation**

02/2017 – 01/2020,

*Responsibilities/Tasks*

- Having a thorough knowledge on the core Modules of SAP Business One relating to the client's requirements.
- Actively involved in understanding the Business Process Flow of the company and map the same into SAP Business One (SAP Business One Tool 9.2 to 10.0 version)
- Setting up and uploading the master data (Chart of Accounts, Items, Business Partners, BOM's, Project,

Taxes, etc.) to suit client's requirements using DTW Tool.

- Uploading beginning balances (Trial Balance, A/R & A/P open Invoices, Inventory with or without serial/batch number, Fixed Assets) in preparation of Go live phase.
- Editing forms/reports using Crystal Report and PLD layouts for various outgoing documents.
- Providing Key user trainings and guiding employees on using SAP Business One.
- Involved in the Unit Testing and Integration testing for various transactions.
- Creating customized functions like formatted search, stored procedure and basic SQL queries based on client requirements.

### **Accounts Payable Associate** **VKC Incorporated**

08/2014 - 11/2016,

*Responsibilities/Tasks*

- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Keeping track of all payments and expenditures, including purchase orders (material and direct expenses), invoices, statements
- Generate reports detailing accounts payables status
- Reviews planned orders, create purchased order, and manage approval process.

### **Industrial Engineer/Material Management** **VKC Incorporated**

09/2012 - 05/2014,

*Responsibilities/Tasks*

- Prepared report on production status for management, conceptual design as well as process development
- In charge in conducting time and motion study to develop production and design standards
- Assist in establishing accident prevention measures and manage training programs for personnel concerning all phases of production operations.
- Reviews planned orders, create purchased order, and manage approval process.

## SOFT-SKILLS

SAP B1 Implementation

Project Management

Business Analysis

Leadership Skills

Quality Management

## TECHNICAL SKILLS

MS SQL

SQL SCRIPTING

WINDOWS

CRYSTAL REPORT

MS PROJECT

MS OFFICE

## CERTIFICATES

Certified Lean Six Sigma White Belt (01/2024)

Certified Lean Six Sigma Yellow Belt (01/2024)

Project Management 101: Introduction to Traditional, Hybrid, and Agile Project Management (05/2023)

SAP Certified Application Associate - SAP Business One Release 10.0 (01/2021)

SAP Business One Product Knowledge - PRODB1PRESALES (05/2017)

## EDUCATION

### Degree

Bulacan State University

06/2006 - 07/2012,

Courses

BS Industrial Engineering

## LANGUAGES

English

Full Professional Proficiency

Filipino

Full Professional Proficiency