# Naomi Gallegos

System/Business Analyst

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Professional Summary for iSeries INFOR Infinium-System/Business Analyst/QA Tester

* Highly experienced business/system analyst consultant with 15+ years experience in the implementation of INFOR Infinium ERP systems, quality assurance analyst and production support specialist with financial applications (PY, HR, GL, PL, AR, IR, GT and TR) with specialization in Infinium Payroll, Human Resources, Benefits, Payables Ledger and General Ledger systems.
* Provide expertise in working with stakeholders and project managers in the coordination of all project functions from the proposal and design stage, project initiation and project closeout, and then subsequently working with end users to provide support in resolving system or data issues.
* Working with various reporting utilities to create and/or assist users to create specialized reports and in providing different levels of training to either novice or experienced end users.
* Experience creating and presenting project documentation to management and stakeholders outlining project status, tracking and reporting of milestone dates and reporting issues and recommended resolutions
* Expertise in creating system specifications, unit testing, creating test scripts for quality assurance and user acceptance testing, documentation of the complete process and presentation of the final product to the users.
* My varied experience working in multiple projects has provided me with a wide range of experience with the full cycle of project implementation from start to sign off with emphasis on involving and working with end users to make sure the finished product meets their needs.

Experience - Island Software Inc., System Analyst consultant (1990 to present

System Analysis, Implementation and Testing

* Conducted business requirements review with principal stakeholders to ascertain current and future needs, created preliminary requirements document, set up meetings with stakeholders to present system design and obtain user feedback and user approval
* Reviewed client’s needs and current system capabilities to access if modifications or enhancements would be required and then made recommendations
* Created technical specifications for custom software, ERP software modifications, interfaces between systems and created specifications for data extracts to outside vendors
* Identified and developed test scripts and performed preliminary unit testing to ready the system for user acceptance testing
* Supported the production support team and end users through “system” and “user acceptance” testing, implementation, and post implementation support, assisted end users with creating and updating reports.

Procedural Documentation and System Documentation

* Worked with end users to ascertain procedures and processes and documented work flow processes
* Created procedural manuals and procedural checklists for systems
* Created system documentation manuals for custom applications, interfaces and for client customizations to client’s ERP application

Training

* Conducted end user training on enhancements and custom software developed for client.

Data Conversions

* Analyzed data to create conversion programs specifications.
* Performed preliminary review and testing of converted data for accuracy
* Worked with key personnel to validate converted data and obtain sign off

Installation of Software Releases and Updates

* Reviewed release documentation to determine affect of software upgrades, performed unit testing on merged code and informed users of new enhancements and changed programs.

Client Projects (only major projects included)

Resorts Casino & Hotel – Atlantic City, NJ – remote consultant

* Designed and tested interfaces from client’s HR/payroll system to various third party vendors such as: Horizon medical benefits, direct deposit, ADP payroll data, ADP W2 interface, 401K interface, Equifax unemployment,
* Provided user assistance and also created ad hoc reports of payroll and HR data
* Worked with programmer to implement a tip allocation process that generated data files for review by Resorts personnel.
* Provided review and analysis to resolve issues with the Paid Time Off custom module
* Assisted HR/PY users in resolving data issues
* Responsible for implementing and submitting ACA reporting to IRS
* Assisted users in year-end tasks pertaining to W2 and benefit enrollment
* Worked with programmer installing and testing software upgrades

Liberty Hospital-Allscripts – Liberty, MO

* Brought in to support the INFOR Infinium HR/PY ERP system due to the recent retirement of the existing support personnel. Initially worked on site for four months and then allowed to work on line
* Redesigned and implemented large number of the custom payroll processes that previously consisted of queries and programs that contained hard coding and that prevented the ability for the hospital to create new cycles and/or employers.
* Worked with the programmer to design and implement new standardized cycle exit programs for the BEFORE and AFTER POST payroll processing that replaced multiple programs and a large number of queries
* Assisted programmer in the design and implementation of several benefit and retirement data extracts to third party vendors,
* Worked with the HR specialist and programmer in the design of data extracts from their ERP system into EXCEL spreadsheets used by personnel for data analysis
* Conducted training for HR/PY personnel on the Infinium system and query training
* Worked on line from May to January 2015 on support issues or new processes that payroll or HR needed.

Finning Caterpillar – Edmonton, Canada

* Worked with project programmer on the creation and testing of a third party vendor benefit interface from their ERP HR/PY system to their major benefit provider.

Youngs Market Company, Tustin, CA

* Analyzed and validated payroll history data conversion from the INFOR Infinium ERP system to WorkDay system

Palms Casino & Hotel – Las Vegas, NV

* Brought in to work in a project as one of two analysts to prepare a new HR/PY data base with the necessary data mapped from the former parent data base system.
* Reviewed data base files and prepared data mapping specifications, tested new data base and ascertained that system was ready for creation of payroll checks for the new employer, all tasks mandated to be performed within a three week period.

Hard Rock Casino and Resort – Albuquerque, NM

* Analyst responsible for project planning and implementing the new Infinium HR/PY™ system replacing ADP
* Worked with consultant programmer in the planning of the data conversion project.
* Responsible for meeting with payroll and HR users to determine the data needed for conversion into the new Infinium ERP system, validation of converted benefit data into the new HR system, conversion and validation of payroll data from ADP to Infinium
* Responsible for contacting the appropriate vendors to obtain interface and electronic data transfer requirements.
* Designed, tested and implemented interfaces for: Bank Reconciliation, Payroll Direct Deposit, Benefit data to third party vendors and testing of custom check printing process.

MGM-Mirage, Las Vegas, NV

* Originally contracted with client for a three month project analyzing and implementing software application upgrades to the Infinium™ HR/PY/GL, PL, IR systems.
* Contract was extended to work on the newly created MGM-Mirage Quality Assurance Department (detailed tasks outlined below).
* After about a year and half in QA, I was recruited into the newly created HR/PY Standardization Project (details of project listed below).

HR/PY Standardization Project

* Business analyst assigned to the new HR/PY project to standardize codes and procedures in order to centralize the various payroll departments for the 25+ MGM-Mirage properties.
* Met with payroll and HR users to determine new standards, directed mapping of old to new codes based on the new standards, worked with programming staff to create data conversion program specifications and performed testing of conversion process and converted data
* Created validation reports for user review, performed data and system requirements for custom processes for use with proposed standardization.
* Responsible for project documentation that was presented at the weekly project meeting to report and discuss project status.
* Standardization allowed the payroll and HR process to be streamlined, reduced cost to the MGM-Mirage and improved the efficiency of the available resources needed to manage the daily tasks of the Payroll, HR, PL and GL systems.

System analyst for newly created Quality Assurance division of MGM-Mirage IT services

* Developed QA processes and procedures for client’s ERP HR/PY and financial systems running on the iSeries (AS400) system
* Analyzed ERP system upgrade documentation to determine impact and risk to custom programs
* Created documentation to be presented to business owners for QA testing recommendations
* Performed preliminary testing of changed processes and created test scripts for user testing
* Worked with end users to inform and educate users on the new software upgrade enhancements and changed processes.

Ameristar Casinos, Inc., St. Charles, MO, Kansas City, MO and Las Vegas, NV

* Involved in several data conversion projects for newly acquired properties and for implementation of custom interfaces to the Infinium™ ERP software applications: Payroll, Human Resources, Payables Ledger, Income Reporting and General Ledger systems and worked on a slot revenue data conversion.
* Responsible for the design, planning, and implementation of various interfaces from client’s payroll ERP system to third party entities such as: Interface from Timberline software to Infinium Payables Ledger, 401K Extract, Positive Pay, Check Reconciliation, Paid Time Off Accruals, Custom Medical Account Database Check Reconciliation, and Minority Vendor Reporting. In addition created custom query reports for end users

Polo Ralph Lauren Europe SARL, Watford, UK

* Sole analyst responsible for project planning and implementation of a custom general ledger reporting system (Libro Giornale) that interfaced with the client’s ERP Financials (GL, PL, AR, GT).
* Custom system extracted primary account data from the General Ledger historical files and then extracted secondary vendor/customer/invoice detail account data from the AR, PL and GT systems.
* Custom system presented the data to the users in the report format required by the government agencies for the respective country (Spain and Italy).

Wackenhut, Inc., West Palm Beach, FL – Major nationwide Securities Company – (4 year contract) Primary job dealt with the design and implementation of a custom module: Client Contract Management [CCM Project] that interfaced to client’s Human Resources/Payroll software.

* Worked with the CCM project team to create a custom contract management system that allowed entry of worked hours (billable and non-billable) for security personnel, tracked billable hours and created invoices.
* Custom system interfaced data to client’s payroll system, tracked client contracts and provided comprehensive reporting to general management and end users of all contracts. Custom module interfaced with Infinium HR/PY, JP, OP, AR, GL, and with Vertex.
* In addition to the CCM Project, was responsible for mapping, conversion and verification of converted data from their old mainframe to their new Infinium™ financial software system.
* Training of end users in new system, creating and implementing custom interfaces and modifications to enhance their payroll, Human Resources and payables systems.

Viking Freight, Inc., San Jose, CA) – Major trucking company – (2 year contract)

* Involved in a large conversion project with 50+ consultants working on multiple projects pertaining with merger of four transportation companies, data conversion and implementation of client’s new Infinium ERP Payroll/Human Resources system.
* Was selected to act as liaison between payroll personnel and IT personnel, helped end users with training in new system, tested software upgrades and assisted programmer in implementing and testing Silvon Implementer.(change management system)
* Assisted payroll users with year-end tax reporting.

EDUCATION

B.A. in Business Administration (major in accounting), College of Santa Fe, Santa Fe, New Mexico