RUBY JORDAN

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https://www.linkedin.com/in/ruby-jordan-798535a

**PROFILE**

Ruby has worked in Information Technology as systems analyst/designer, programmer, and IT manager for over 30 years. She is SAP certified in the Human Resource module of SAP R/3 and in SAP’s ASAP Methodology. She worked as a SAP HR Professional Consultant for 20 years and completed 11 go-lives. Her work experience in SAP concentrated on Human Capital Management in several industries, including construction, banking, public sector, oil and gas, and manufacturing.

In 2012 Ruby joined a SuccessFactors team and became certified in Master, Employee Central, Goal and Performance Management, and Compensation Management. She added Succession to her list of certifications in 2022. Her SAP background coupled with her SuccessFactors experience makes her a valued implementation partner.

Ruby’s excellent interpersonal skills make her very effective working with and training end users.

**SELECTED PROFESSIONAL ACCOMPLISHMENTS**

**SuccessFactors**

* SuccessFactors implementations for clients of all sizes (small to large) for Core modules (GM/PM/360), Compensation, Succession and Employee Central utilizing SuccessFactors’ BizXpert methodology.
* Testing Lead
* Project Manager
* Develop and deliver end user training for SuccessFactors clients.

**SAP Human Capital Management**

* Implemented the Personnel Development, Organization Management, Personnel Administration, Benefits, Enterprise Compensation Management, Performance Management, and Recruitment Modules, Learning Solutions (LSO)
* Designed and implemented several testing templates and specific scripts for all phases of testing (unit, system and integration testing).
* Assisted in payroll cutover trouble-shooting.
* Created interim business processes before SAP payroll go-live.
* Project Manager and Functional team lead on HCM implementations.

**Project Management**

* Set strategic direction of projects, established project timelines and work plans, and managed teams, including consultant, client resources, and contractors to successful completion of high quality, on-time deliverables within project budget.
* Used project management tools (e.g., status reports, issue logs, work plans, change orders) to keep projects on track and escalate issues for quick resolution.

**Leadership & Communication**

* Developed change management strategies and plans to insure acceptance of new business processes by the users impacted by the implementation.
* Assessed stakeholder needs and developed two-way communication plans for a variety of audiences to increase project understanding and buy-in.
* Developed and delivered messages using a variety of communication media.

**EMPLOYMENT HISTORY**

**AsendN**

**November 2023 – Present**

SAP HCM SuccessFactors Functional Consultant

**EPI-USE**

**NRG Energy – Vivint Acquisition**

* Success Factors Performance and Goal Management
* Success Factors Succession Planning
* Success Factors Compensation

**3 Core Systems**

**November 2022 – October 2023**

SAP HCM SuccessFactors Functional Consultant

**Deloitte**

**State of Illinois Implementation**

* Success Factors Compensation Management
* RCM Reports Testing
* SuccessFactors Implementation Support
  + Employee Central User Stories
  + Employee Central Quick Reference Guide
  + Employee Central Training Guides

**E-IT Professional Corp.**

**October 2022 – February 2023**

SAP HCM SuccessFactors Functional Consultant

**Dana, Inc.**

* SuccessFactors Implementation Support
  + Employee Central
  + Compensation
* SAP HXM Support

**Illumiti**

**August 2021 – September 2022**

SuccessFactors Consultant

SuccessFactors Implementation Support/Consultant for

* + Performance and Goal Management
  + Compensation

**Live Kindly Collective**

* SuccessFactors Implementation
  + Performance and Goals Lead

**Whole Earth Brands**

* SuccessFactors Implementation
  + Performance and Goals Lead

**Royal Cup Coffee and Tea**

* SuccessFactors Implementation
  + Performance and Goals Lead
  + Theming
  + Presentations for People Profile

**Celsius Network – Crypto Currency**

* SuccessFactors Implementation
  + Performance and Goals Lead

**Centerra Gold Mining**

* SuccessFactors Implementation
  + Performance and Goals Lead

**E-IT Professional Corp.**

**June 2021 – August 2021**

SAP HCM SuccessFactors Functional Consultant

**Dana, Inc.**

* SuccessFactors Implementation Support
  + Employee Central
  + Compensation
* SAP HXM Support

**Robert Half**

**October 23, 2020 – June 31, 2021**

Project Manager – SuccessFactors Implementation

**Hubbell Lighting**

* SuccessFactors Implementation for Acquisition of Aclara
  + Employee Central
  + Recruiting and Onboarding
  + Learning Management
  + Compensation Planning
  + Performance and Goal Management
  + Succession
  + Payroll Interface

**Planet 121**

**April 6, 2020 – May 29, 2020**

Project Talent Team Lead

**EPI-USE – State of Illinois**

* SuccessFactors Learning Management Implementation
* SuccessFactors Onboarding Implementation
* SuccessFactors Performance and Goal Management
* SuccessFactors Compensation Management

**Planet 121**

**January 13, 2020 – March18, 2020**

Lead SuccessFactors Employee Central Consultant

**Marick Group – FAA**

* SuccessFactors Employee Central Implementation

**Marick Group – Excelitas**

SuccessFactors Compensation Planning Implementation

**Oxford Global Resources**

**November18, 2019 – January 10, 2020**

Lead Consultant for SAP HCM

**Oak Ridge National Laboratories**

* 2019 Affordable Care Act changes and reporting

**Oxford Global Resources**

**August 5, 2019 – September 6, 2019**

Lead Consultant SAP SuccessFactors

**Veolia North America**

* Evaluate current processes and recommend improvements

**Oxford Global Resources**

**May 1, 2018 – June 28, 2019**

Lead Consultant for SAP HCM

**Oak Ridge National Laboratories**

* SuccessFactors Employee Central/SAP HCM integration support and configuration
* SAP Benefits Configuration
* Payroll New Wage Types, Reporting, and Testing
* Testing Lead
* SAP Benefits Implementations and Support

**Cloud Consulting Partners, Inc.**

**April 1, 2015 – April 30, 2018**

Project Manager/Lead Consultant for implementation, user training and on-going support.

* SuccessFactors Platform/Foundation
* Testing Lead – Succession Planning, Career and Development Planning, and Learning Management
  + Yazaki
* SuccessFactors GM/PM/360 Project Manager, Team Lead Implementations and Support
  + Circus World Designs
  + City of Cambridge
  + Consolidated Aerospace
  + Greater Houston Convention and Cultural Services
  + Encyclopedia Brittannica
  + Equus
  + General Global Assist
  + Golden State Warriors
  + Ice Technologies
  + Immersion
  + LCG
  + Luckett-Farley
  + Proponent FCU
  + Resonetics
  + Solarcraft
  + SS White Dental
  + VIZIO
  + Henry Co.
* SuccessFactors Compensation Management Implementations
  + Arysta
  + Ice Technologies
  + LCG
* SuccessFactors Employee Central implementations
  + Eguus
  + Lindsey
  + Visio

**Adecco Engineering and Technical**

**June 1, 2014 – March 30, 2015**

SAP Senior HCM Consultant

**Molex Corporation Lisle, IL**

* + - Global (Americas, Asia Pacific, Europe) support Personnel Administration, Time Management, Compensation Management
    - Responsible for resolving SAP HCM issues
    - Configuration of Personnel Administration, Time Management, custom Rewards application for existing and new locations

**Alliance Technologies,**

**May 1, 2013 – May 30, 2014**

SAP HCM Business Analyst/Consultant

**DuPont Pioneer, Johnston, IA**

* + - Data mapping for file conversion from SAP to outsource Benefits
    - Blueprinting SAP changes to outsources Benefits
    - Liaison between business users and Information Technology
    - Coordinate and lead system testing
    - Redesign business processes
    - Coordinate effort to align 2014 Compensation Plans with parent company plans
    - Requirements gathering and blueprinting of Compensation Plan changes

**Learn2Perform**

**December 1, 2012 – April 30,2013**

Senior Learning and Performance Consultant

* + - Success Factors Goal and Performance Management
    - Success Factors Compensation Management
    - Success Factors Employee Central

**Oxford Global Resources**

**July 1, 2012 – November 30, 2012**

Senior SAP Functional Consultant

**Mead Johnson Nutrition, Evansville, IN,**

**SAP Senior Functional Consu**ltant

**Global HR Mini Master and Travel Expense Support**

* + - Analysis and revise HR Mini Master
    - Support Travel Expense users

**Clariant International, Charlotte, NC**

**OM, PA, Benefits, Payroll, ECM, Kronos Time Management**

* + - Data migration from legacy system to SAP HCM for acquisition, Canada and United States
    - Validation of data
    - Test OM, PA, Benefits, ESS, MSS

**N2 Consulting, The Colony, TX**

**July 1, 2011 – May 30, 2012**

Senior SAP Functional Consultant

**FMC Technologies, Houston, TX**

**U.S. Compliance Reporting, Support OM, PA, Benefits, CATS, ESS/MSS, Time Management, Payroll**

* + - Configuration of EEO/VET100/AAP Reporting
    - Configuration of Workers’ Compensation
    - Prepare user documentation and training material
    - Configuration changes and updates

**ITSG Inc, Houston, TX**

**April 1, 2011 – June 30, 2011**

Senior SAP Functional Consultant

**FMC, Ewing, NJ**

**Payroll and Time Management Support US and Canada HCM**

* + - Resolve issues related to payroll and time evaluation processing
    - Make changes to payroll and time evaluation rules as requested
    - Resolve/change OM, PA, and Benefits as needed

**Travel and Expense Management Support**

* + - Resolve issues related to credit card processing
    - Resolve issues with entering travel expenses
    - Make changes to configuration as required

**Commercial Metals Corp, Irving, TX**

**August 1, 2009 – March 30, 2011**

**SAP Center of Excellence HCM Manager/Lead**

* + - Manager/Team Lead of staff supporting SAP HCM modules (OM, PA, Benefits, ECM, and Payroll) for the US and Poland
    - Personally responsible for maintenance of OM, PA, Benefits, ECM
    - Configuration on Travel and Expense Management for US
    - Manage application of Enhancement Packs and OSS Notes as required

**CSC, Denver, CO**

**February 1, 2008 – July 31,2008**

Senior SAP Functional Consultant

**United Launch Alliance**

**OM, PA, Benefits, and LSO Functional Consultant/Team Lead**

* + - Post go-live support for OM, PA, LSO, and Benefits interface
    - Modify configuration for functionality changes after go-live
    - Develop and complete business processes
    - Update end user instructions, write new documentation as needed

**ITSG-LLC, Zionville, IN**

**November 1, 2007 – January 15, 2008**

Senior SAP Functional Consultant

* SAP HCM implementations and support

**Pentair, Delavan, WI,**

**Team Lead - OM, PA, Benefits, Compensation Management**

* + - 2 week assessment for upgrade from SAP R/3 4.6C to ECC 6.0
    - Analysis of existing SAP HCM
    - Prepare estimate of time and resources required for upgrade

**Superior Technical Resources, Denver, CO. April 1, 2007 – October31, 2008**

Senior SAP Functional Consultant/SAP HCM Team Lead

**United Launch Alliance, Denver, CO**

**Functional Team Lead - OM, PA, LSO, Benefits and IHS**

* + - Organized and conducted requirement gathering workshops
    - Data mapping for conversion from Peoplesoft and home grown legacy system
    - Lead design workshops for OM, PA, LSO, and IHS
    - Validated configuration of OM ,PA, Benefits, LSO and IHS
    - Organized and conducted end user training
    - Wrote Business Process Procedures for PA, OM, IHS
    - Lead integration testing and user acceptance testing
    - Configuration of pro-type for Travel and Expense Management for assessment

**CSC, Atlanta, GA**

**August 1, 2006 – March 30, 2007**

Senior SAP Functional Consultant

**Boeing, Decatur, AL Functional Team Lead – HCM**

* + - Functional area analysis for all HR processes
    - Gap analysis in preparation for conversation from legacy system to SAP for United Launch Alliance
    - Concept design for SAP HCM ECC 6.0 for United Launch Alliance

**Lockhead Martin, Denver, CO Functional Team Lead – HCM**

* + - Functional area analysis for all HR processes
    - Gap analysis in preparation for conversation from Peoplesoft to SAP for United Launch Alliance
    - Concept design for SAP HCM ECC 6.0 for United Launch Alliance

**Manitoba Hydro, Winnipeg, Canada**

**Functional Team Lead – HCM OM, PA, Benefits, and Training and Events Management**

* + - Support for upgrade from SAP R/3 4.7 to ECC 50
    - Execute test plan for upgrade of HCM modules
    - Execute go-live for upgrade
    - Support user testing and go-live validation

**Itelligence, Inc.**

**October 1, 2005 – July 31, 2006**

Senior SAP Functional Consultant

**Champion Technology, Houston, TX**

**Functional Lead – HCM OM, PA, and Benefits (US and Canada)**

* + - Conducted blueprint for OM, PA, and Benefits, including COBRA administration
    - Configuration of OM, PA, BN, and COBRA
    - Data mapping for conversion from legacy system to SAP
    - Wrote training material and trained end users
    - Coordinated and conducted integration testing/end user testing
    - Supported go-live activities

**Hollingsworth Logistics Group, Dearborn, MI**

**Functional Team Lead – HCM OM, PA, and Benefits**

* + - Implementation of SAP HCM OM, PA, BN, TM, and PR
    - Data mapping for conversion from Peoplesoft to SAP
    - Conducted blueprint for OM, PA, and Benefits, including COBRA administration
    - Configuration of OM, PA, BN
    - Wrote training material and trained end users
    - Coordinated and conducted integration testing/end user testing
    - Supported go-live activities

**Bosch, Chicago, IL**

**Functional Team Lead – HCM OM, PA, and Benefits**

* + - Supported conversion of a newly acquired company into the existing SAP system.
    - Configured new Benefits plans
    - Added organizational management objects and relationships
    - Assisted with data conversion of employee master data
    - Prepared training material and helped train new employees

**APEX Systems, Inc., Houston, TX**

**May 1, 2005 – September 30, 2005**

Senior SAP Functional Consultant

**Chevron Philips Chemical, Houston, TX**

**Functional Lead – HCM OM, PA, Benefits, and Compensation Planning**

* + - Go-live and Post go-live support
    - Maintained Compensation Plans
    - Maintained Benefit plans and monitored interfaces to Benefits plan administrator
    - End user support and training for OM, PA, Benefits, and Compensation
    - Worked with project team to plan upgrade to ECC 5.0

**Itelligence, Inc.**

**February 1, 2003 – April 30, 2005**

Senior SAP Functional Consultant

**Johnsonville Sausage, Johnsonville, WI**

**Functional Lead – HCM OM, PA, Benefits, and Payroll Tax Reporting**

* + - Year end support for Tax Reporting
    - Reviewed and reconciled wage types
    - Trained users in yearend processing

**SUMCO USA, Phoenix, AZ**

**Functional Team Lead – HCM OM, PA, and Benefits**

* + - Completed blueprint for OM, PA, Benefits, and Compensation Planning
    - Completed configuration of OM, PA, Benefits, and Compensation Planning
    - Convert data from legacy system (Ceridian) to SAP
    - Wrote training material and trained end users
    - Coordinated and conducted integration testing/end user testing
    - Supported go-live activities

**Functional Co-Team Lead – Time Management and Payroll**

* + - Coordinated blueprint
    - QA of Time and Payroll

**ZF Batavia, Cincinnati, OH**

**Functional Lead – HCM PA, OM, Beneftis and Recruitment**

* + - Support OM implementation
    - Modification/update Benefit module
    - Blueprint for Recruitment
    - Configuration of Recruitment
    - Wrote end user training material and trained users
    - Go-live support of Recruitment

**Project manager for implementation of Kronos Timekeeping system**

**ITSG-LLC, Zionville, IN**

**December 31, 2002 – January 31, 2003**

Senior SAP Functional Consultant

**Commonwealth of Pennsylvania, Harrisburg, PA**

**Functional Lead – HCM PA, OM, Benefits**

* + - Prepared test plan for end user testing
    - Conducted end user testing
    - Made configuration changes as needed
    - Gathered reporting requirements
    - Prepared functional specifications for custom reports

**MarchFirst/Divine, Inc, Chicago, IL**

**November 1, 2000 – November 30, 2002**

Senior SAP Functional Consultant

**MiniMed, Northridge, CA**

**Functional Team Lead – HCM PA, OM, Benefits, and Recruitment**

* + - Blueprint for OM, PA, Benefits, and Recruitment
    - Configured OM, PA, Benefits, and Recruitment
    - Conducted end user testing and training
    - Wrote test plans
    - Wrote end user documentation
    - Helped prepare training material and supported training for the FI/CO team
    - When MiniMed was purchased by Medtronics
  + Removed SAP configuration and HR master data that was no longer needed
  + Made sure SAP HR needed to support other SAP modules was in place
  + Prepared data mapping for conversion to PeopleSoft
  + Supported transition to PeopleSoft

**Barclay Bank, New York City, NY**

**Functional Lead – HR/Payroll (OM, PA, Benefits, Time Management and Payroll)**

* + - Feasibility study/scoping to convert from PeopleSoft to SAP HR
    - Document Gaps
    - Proposal for converting to SAP HR

**Origin Technology in Business, Dallas, TX**

**March 1, 1999 – October 31, 2000**

SAP HR Functional Consultant

**Sharp Mfg, Memphis, TN**

**HR OM, PA, and Benefits**

* + - Optimized for OM, PA, Benefits, and Training and Event Management
    - Completed configuration of OM, PA, Benefits, and Training and Events Management
    - Wrote training material and trained end users
    - Coordinated and conducted integration testing/end user testing
    - Supported post go-live activities

**SynoPharm, Singapore**

**HR PA, Travel Management, and Compensation Management**

* + - Configuration of PA, Compensation Management, and Travel Management
    - Wrote generic Business Process Procedures for all HR components which were used as a template for client specific BPPs

**Rapidigm, Inc.**

**August 1, 1998 – February 28, 1999**

SAP HR Functional Consultant/Project Manager

**Jabil Circuits, St. Petersburg, FL**

**HR PA, OM, Benefits, and Travel Management**

* + - Project manager for HR implementation
    - Configuration of OM, PA, Benefits
    - Data mapping for conversion form legacy system
    - Assisted with configuration and set-up of Training and Events Management
    - Wrote training materials and trained end users
    - Along with the client Project Manager, prepared and managed project plan
    - Upgrade from 3.1H to 4.0B after go-live

**Origin Technology in Business, Dallas, TX**

**March 1, 1998 – July 31,1998**

SAP HR Functional Consultant

**Internal Project – SAP HR**

**HR OM, PA, and Benefits**

* + - Configuration of OM, PA, Benefits
    - Wrote training materials and trained end user

**Pilgrim’s Pride Corp., Pittsburg, TX**

**October 1, 1995 – February 28, 1998**

Senior Programmer/Analyst – Project Manager Human Resources, Benefits, and Payroll

* + - IT lead supporting HR, Payroll, and Benefits on IBM AS/400, using Lawson software
    - Team lead for SAP implementation of SAP OM, PA, Time and Payroll
    - Completed Blueprint for OM, PA, Time and Payroll
    - Configuration of OM and PA
    - Data mapping for conversion form legacy (Lawson) system
    - Assisted with wage type configuration for Time and Payroll
    - Wrote end user training material
    - Wrote configuration scripts

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**SELECTED TRAINING**

**SuccessFactors Training**

* SuccessFactors Introduction Mastery
* SuccessFactors GM
* SuccessFactors PM
* SuccessFactors Compensation
* SuccessFactors Employee Central
* SuccessFactors Succession Planning
* SuccessFactors Career and Development

**SAP Technical Training**

* SAP Personnel Administration
* SAP Organizational Management
* SAP Benefits
* SAP Recruitment
* SAP Training and Events Management
* SAP Travel Management
* SAP Compensation Management
* SAP Personnel Management
* SAP Time Management
* SAP Payroll

**IBM Technical and Professional Training (System/3 and AS/400)**

**EDS Technical and Professional Training (Banking Industry)**

**CERTIFICATIONS**

|  |
| --- |
| * SuccessFactors Mastery, GM, PM, Compensation, Variable Pay, and Employee Central * SAP Human Capital Management 4.0 Certified |

**EDUCATION**

Richland College Dallas, TX

Business Administration

**AFFLIATIONS**

**RECOGNITION**

Information Technology Employee of the Year, Pilgrim’s Pride Corporation 1995, 1996, 1997, and 1998