

# Skip Stein

## Senior Business Technologist / Project Manager

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I am a Senior Business Technologist and Project Director based in Orlando, Florida. I am a business professional dealing with issues and solutions to problems in the areas of Information Lifecycle Data Management, electronic business transaction flow and business intelligence data storage & retrieval. With a focus on enterprise-wide business analytics. I address the institutional challenges to reform the business processes across the board. I am a leader in the organizational challenge to move from a siloed approach to more inclusive information management programs that work across the entire company.

I provide a complete skill set coupled with a professional business sense that provides me with the ability to understand complex business situations and 'pare' them down to achievable action steps. I have the ability to bounce from technical discussions with engineers to business analytical reviews with senior management. My drive, enthusiasm and team work skills allow me to define, develop and implement business process solutions to complex business problems.

As an experienced computer systems professional functioning as an information and data architect, I have gained valuable skills and knowledge by working in a wide range of industries and applying a varied set of technology solutions to complete project tasks and resolve client problems. My employment and consulting history includes such businesses as Manufacturing/Distribution, Pharmaceuticals, Oil & Gas, Petrochemical, Telecommunications, Public Accounting, Banking and Finance, Resort and Hotel Management, and Retail Sales and Distribution. Within these organizations, I have performed in positions as Programmer Analyst, Project Manager, Operations Director, Director of Development, Chief Information Officer and Chief Operating Officer.

My skills include the ability to take charge of projects, generate cohesive team participation and complete assignments in a timely manner. Since each task of a successful project depends on all previous and subsequent tasks, I have developed project management and team building skills while utilizing precedence and critical path method management techniques. My experience with various computational frameworks, including Client Server, Distributed Data Warehousing, and Centralized Mainframe, provide a basis and experience to address significant business enterprise issues and provide solutions. I have worked with Electronic Business Flow Management (EBFM) systems utilizing EDI and Web Commerce and other electronic transaction tools to implement business-to-business communications solutions in conjunction with International/Global ERP systems deployments.

During my career, I have enjoyed an in depth involvement with a varied set of technologies and utilized them to provide productive and cost effective business solutions. As a Project Manager, I have worked around the globe reaching from the Prudhoe Bay Alaska to Hong Kong to Europe and Mexico. Working on massive projects like the Prudhoe Bay Sealift Project in Alaska to major manufacturing/distribution operations involving airfreight operations from Hong Kong to the USA, and warehouse management systems in Europe, I have developed team management and implementation skills enabling these and other projects to be completed on time and within budget. I am well versed in financial systems and operations working several years in commercial banking industry and public accounting. I have implemented Enterprise Resource Planning systems for manufacturing/distribution, electronics and pharmaceutical companies. I have also designed and implemented various manufacturing/distribution/financial electronic transaction systems for major manufacturers in the USA, Europe and China.

**Citizenship:** United States of America

**Education:** B. S. Management  
University of Houston, Houston Texas

**Certification:** CISA - Certified Information Systems Auditor  
CDP - Certificate in Data Processing

**Spoken Languages:** **Fluent:** English (USA), **Light:** Spanish, German & French.

**Computer Languages:** HTML, XML, COBOL, Assembler, FORTRAN, PL/I, C++, Visual Basic, VISIO, and RPG  
**EDI Standards:** ANSI X.12, EDIFACT, VICS, UCS, ODETTE, TRADACOMS, and HIPAA X12N; AS2 Security including Secure FTP, Trailblazer, IP/NET, Inovis/QRS, Seeburger, MS, Liaison Technologies and others.

**Computer Software:** MVS/XA, SNA/VTAM, UNIX, OS/400, IBM i 6.1, PICK OS, Oracle, DB2, MS/SQL, MySQL, MS/Access, Open Office Suites, Windows 2003/2000 Server, Windows Vista/XP/2000, Microsoft Sharepoint, MS Office, MS Project, Access, Internet TCP/IP, MS SQL, Oracle, Informix, Novell, Sterling Software's Connect: Direct (NDM), Sterling Gentran, Inovis/Harbinger/TLE/Premenos, IPNet, Softshare, 1EDI Source, and other EDI Transaction Mapping Systems, Unidata/Universe  
**Computer Hardware:** Intel based Servers, DEC, HP, IBM System Z, IBM Power Systems, iSeries (AS/400), 3090, Intel and compatible PCs, SUN Microsystems, Point of Sale Systems, CBX Systems

**ERP & Other Systems:** Oracle, JD Edwards Enterprise One (JD Edwards (XE/World 9.1/ERP 7.3 - 8.12), Peoplesoft HR, JDA, Oracle, Ross (Gembase), SAP, Cimcase/MTMS, Lawson, TriZetto Erisco, FreightDATA, AccuPlus

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## Project Sampling

Implemented and automated the Procure to Pay Purchasing Department EDI integration with key suppliers for a Mid-South Refinery. Designed electronic commerce (EDI) transaction specification, standards and business processing procedures. Worked directly with suppliers to coordinate and test full purchase functionality for blanket ordering, stock and non-stock items controlled by the JD Edwards ERP system.

Coordinated the JD Edwards 8.12 integration remediation activities for a Midwest wire rope manufacturing company. Coordinate business process enhancements across all business units. Revise and implement new business practices to deal with newly installed JD Edwards ERP system. Plan integration process and electronic transaction processing for Order to Cash, Procure to Pay and banking/financial integration.

Managed the establishment of [EBFM](#) Services for a West Coast transportation company, establishing electronic transaction operations with both in-house and outsourced transaction management companies. Integrated the accounting and transportation systems to third party billing and transportation scheduling companies using PowerTrack, FreightDATA, and other systems.

Performed a Computer Resource Management Review ([CRMR](#)) for a specialized services company in the workers' compensation industry focused on these areas:

- Telephone Systems 24 X 7 support.
- Internet Services 24 X 7 support.
- Performance and integration of computer application systems; especially as it relates to telephone application systems, scheduling and infrastructure support.
- Computer Systems infrastructure – hardware and systems technology.
- Review of backup and recovery capabilities of computer and telephonic based systems.
- Performance and integration of computer application systems; especially as it relates to telephone application systems, scheduling and infrastructure support.
- Review and analysis of electronic transaction flow between operational support systems.

Implemented electronic transaction and communication capabilities in USA and Europe for an International Pharmaceutical company utilizing international value added network and corporate WAN. Interfaced JD Edwards ERP software systems to European based warehouse operations and locally developed warehouse management systems. Trained project team in transaction integration functionality and interface standards and assisted in the development and deployment of the bridging application systems implementation. Acted as liaison project manager to USA based EDI support and development team throughout the deployment process.

Managed the worldwide accounting and MIS activities for a fourteen-division national retail corporation. This included the annual accounting systems reviews as well as work paper preparation and analysis for the annual stockholder audit. Reporting to the Vice Chairman of the company, several special projects were also completed, including the implementation of a twenty four thousand person payroll, conversion to new general ledger and financial reporting systems, and implementation of the accounting systems and procedures for the Hong Kong Far East operation.

Project Manager and coordinator for major corporate system integration efforts for a large media distribution company. Trained project managers on techniques and approaches to organization and functional representation of project efforts. Developed composite project overview and plans for major corporate projects. Coordinated efforts of project managers and teams to achieve project objectives.

Managed the Computer Resource Management Review (CRMR) for a major financial lending organization. Our [CRMR](#) services are geared toward clients with a need to determine the value of an IT Organization, business process or project. We review the operational effectiveness of the Computer Resources at the organization. The major components of the Information Technology (IT) organization and how they relate to the overall organization and management structure of the company are analyzed. With a view towards Sarbanes-Oxley (SOX) impact as well as cost effective return on investment (ROI), the total picture of how the IT organization contributes to the profitability and cost effective use of business resources. Effectiveness of IT staff and policies and procedures as well as IT Internal Controls and methodologies in use are evaluated.

Conducted a Pre-SOX (Sarbanes-Oxley) audit review of corporate systems, functions and internal controls. Conducted overview and analytical review of all financial and operational systems as they pertain to revenue and balance sheet accounting and financial statement preparation. Focus on internal controls and implications of the approval/certification process as defined in Sarbanes-Oxley legislation. Worked with remediation teams to augment existing documentation, procedures and internal controls. Develop a methodology to move the organization toward COBIT/CMM system control levels.

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Performed analytical reviews and developed functional and technical design specifications to coordinated hospital, clinical, radiology and laboratory systems data flows to enhance a new Deductible Health Maintenance Organization (DHMO) billing processes. Coordinated between each of the subsystem teams to accelerate their data capture and process flows into an enhanced DHMO member billing process. Developed testing criteria and monitored testing and implementation. Worked with accounts receivable and adjudication functional teams to process data in a timely manner in order to produce billable results. Project anticipated return is a \$1.4 million revenue increase in first six months.

Managed and implemented the HIPAA transaction data base re-engineering project for a State Medicaid Management Information System (MMIS) to comply with all federal HIPAA rules that effect how health care claims and data must be processed to be HIPAA compliant. Constructed and issued a State Request for Proposal (RFP) for an software support systems as well as the Proposal Evaluation Documents. The data base re-engineering consisted of a structured 'repository' to map electronic transaction data into and out from interfaced with the State's existing MMIS systems.

Developed HIPAA compliant electronic transaction processes, systems interfaces, procedures and controls for a regional health care provider with membership exceeding 170,000 and provider network of over 3,000 primary care physicians and 5,000 specialty physicians and 100 hospitals. The Erisco/Facets system was the primary support systems for benefit enrollment and records. Erisco/Facets support systems were used to enable inbound/outbound HIPAA EDI transaction in support of HIPAA 834, 835, 837 270/271 transactions. Trained support staff and developed procedures and documentation for ongoing operations and control systems.

Deployed a trading partner system for a major electronics company that electronically supplies a comprehensive set of data and information to the Strategic Supplier/Partners. The two prime objectives of the business model are increased inventory turns while increasing the Customers' schedule flexibility in a zero stock-out, and Supplier managed MRP environment utilizing electronic commerce. The overall program objective is to share vital information with the Supplier/Partner to allow for the transitioning of the decision-making process from within the electronics company to the supply chain link with the greatest degree of control and flexibility; the electronics distribution channel.

Developed and implemented internal Accounts Receivable processes for an international household appliance manufacturer and distributor encompassing activities currently provided by a third party service. Implemented EDI interfaces to A/R for trade customer payments and remittance data; established trade customer lockboxes, built an automated cash application process for A/R, and staffed/trained internal resources for executing the necessary manual A/R cash application activities. Project included banking lock box interfaces be developed with electronic funds transfer processing and automated remittance advice processing utilizing EDI X.12 standard transaction sets with adjustment activity reported on EDI X.12 transactions.

Managed the deployment of a food service company's implementation SAP EDI for the application interface to a wholesale distribution chain. Coordinated the IDOC interface with EDI translation software, for Purchase Order, Order Confirmation and Invoicing. Managed the application and user dialog interface to ensure accurate translation and subsequent order processing and distribution. Also coordinated the EDI processing for inter-company order fulfillment and distribution on a linked AS/400.

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