

## JEAN OLSON RODERICK

**For more information – Contact ASC Office (505) 286-9353**

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### QUALIFICATIONS

*Engineering ~ Construction ~ Manufacturing ~ Telecommunications ~ Newspaper/Media ~ Financials ~ Outsourced  
Human Resources and Payroll ~ Outsourced Kronos Support*

Creative and seasoned manager with a proven record of on-time and within-budget success. Accomplished in strategic analysis and planning, as well as day-to-day operational management. Broad knowledge of IT and financial systems—easily communicates technical concepts.

### PROFESSIONAL EXPERIENCE

BUSINESS PARTNERS, INC., Middleboro, Massachusetts 01/2001-Present

***Project Manager/Business Analyst / Outsourced Kronos Support***

- Provide outsourced day-to-day support for Kronos
- Provide technical team for upgrades, process improvement projects and configuration, including Connect
- Current Clients
  - Schneider Electric
  - Unified
  - Philadelphia Inquirer, Philadelphia, PA
  - NY Post, New York, NY

SCHNEIDER ELECTRIC, Lexington, Kentucky 06/2010 – Present

***Senior Project Manager /Lead Business Analyst ADP HR/Payroll Implementation***

- Implemented the transition to ADP Payforce HR/PR v5 from multiple software including Smartstream PR and ADP PC Payroll.
- Defined and executed successful test plan including User Acceptance Testing for Buildings Division.
- Assisted in the definition of internal controls for routine Payroll Processing.
- Lead trainer for all internal payroll staff.
- Created reports using ADP Reporting tool for PR department, Senior Management, Location Managers and Unions.

PHILADELPHIA INQUIRER, Philadelphia, Pennsylvania 10/2009 – 04/2010

***Senior Project Manager Ceridian HR/Payroll Conversion***

- Responsible for the implementation from ADP Enterprise HR/PR to Ceridian HR/Payroll.
- Assisted in the definition and design of multiple inbound and multiple outbound Interfaces as well as Interface testing and client acceptance of all Interfaces.
- Defined and executed the test plans for Kronos to Ceridian

NEW YORK POST, New York, New York 10/2008-06/2009

***Senior Project Manager /Lead Business Analyst ADP HR/Payroll Implementation***

- Implemented the transition to ADP Payforce HR/PR from in-house JD Edwards's software including data migration from JD Edwards's system.
- Participated in Interface Design process with multiple company divisions.

**JEAN OLSON****Professional Experience****Page Two**

- Defined and executed successful test plan including User Acceptance Testing.
- Lead Analyst for implementing eTime (Kronos) for end users, including nine unions.
  - Configured Pay Rules in eTIME.
  - Designed “Best Practices” for each pay group.
  - Documented Business Requirements and union pay rules.
  - Created unions’ test cases and executed test plan; developed User Guide and training material.
  - Lead trainer for end users and managers

DRISCOLL’S BERRIES, Watsonville, California

04/2008-10/2008

***Project Manager HR/Payroll Project***

- Completed client requirements gathering and needs analysis for new Human Resources software.
- Reviewed and selected Software Vendors for Client review and software selection.

PHILADELPHIA INQUIRER, Philadelphia, Pennsylvania

05/2006-03/2008

***Senior Analyst ADP HR/Payroll Implementation***

- Responsible for the implementation of ADP PCPW (payroll). The project had to be completed within 90 days and was completed in 75 days
- Selected to migrate PCPW to ADP’s Enterprise package with a go live date of March 2007
- Received team acknowledgement in the HR Review and ADP as one of the top implementations in 2007

***Lead Analyst Kronos Implementation***

- Responsible for completing the Business Requirements Documents for twelve unions and three companies.
- Reengineered the clients existing business practice to take advantage of the features of Kronos, estimated savings of \$300K annually
- Led the training of employees and managers and provided ongoing support

KNIGHT RIDDER, San Jose, California

12/2003-03/2005

***Consultant / Senior Project Manager Workbrain Implementation***

- Responsible for planning, coordinating and managing the implementation of WorkBrain Time and Attendance system with Fidelity at 6 newspapers throughout the United States.
- Completed the process flows (current state) and reengineering for the implementation of the new Time and Attendance system (WorkBrain).

KNIGHT RIDDER, Miami, Florida

03/2002-05/2003

***Consultant / Senior Project Manager Fidelity Data Conversion***

- Participated on a team to outsource the end-to-end data conversion of Knight Ridder’s 32 legacies HR and payroll systems. The project required 32 newspaper properties to be converted from their legacy HR/PR systems to their outsourced vendor (Fidelity) using Oracle HRMS. The client had 18,000 employees in 32 locations and numerous unions.
- Participated on a team that was responsible for doing the data mapping, scrubbing, data conversion programming and delivering of the data to Fidelity.

**JEAN OLSON****Professional Experience****Page Three**

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GENUITY, Woburn, Massachusetts

01/2001-10/2001

***Consultant / Separation Project Manager Billing System Implementation***

- Managed the separation of the primary billing system (Arbor) that included all data transactions for Verizon voice activity into completely independent systems including infrastructure, programming, software and training over multiple hardware platforms.

BUILDNET, INC., Raleigh, North Carolina

01/1998-01/2001

***Senior Manager of Applications***

- Developed client specific requirements and managed customer project implementations. Managed all product development for Construction project management and accounting integrated system.

PARSONS, Boston, Massachusetts

07/1987-01/1998

***Senior Systems Analyst, Information Technology***

- Maintained business systems in the Corporate Information Technology department, which provided application, programming, and database support for a worldwide company of 12,000.
- Enhanced project management by incorporating technology into workflow and processes.

**EDUCATION****KRONOS Customer Education – Workforce Timekeeper training**

User Essentials; Managing Pay Rules; Pay Rule Configuration; Accrual Plans Management

**SKILLS**

- PeopleSoft HR & Base Benefits
- ADP Enterprise
- Oracle Financials
- Kronos
- ADP Etime
- MS Project
- PeopleSoft Payroll
- ADP Pay Force
- Ceridian HR/Payroll Latitude
- MS Office
- Workbrain