

Stacy

PROFILE

B.A. candidate with 10 years of experience in the wholesale system administrative and electronic data interchange field. Worked on different phases of EDI end to end testing. I'm seeking opportunities to utilize my strong self-development, detail-oriented troubleshooting, and system analytic skills.

ERP Systems: NetSuite, A2000,

Technical Skills: Microsoft Exchange, Microsoft 365, NetSuite Connector, Celigo, Inky, Datto Workplace, Shopify,

True Commerce, SPS Commerce, QuickBooks, Connectwise, Google Apps, Windows, Mac OS, WAMS

EDUCATION

Stony Brook University, Stony Brook, New York,

B.A. in Psychology

Suffolk County Community College, Selden, New York,

A.A. in Psychology

Achievements: Pi Alpha Sigma

EXPERIENCE

BedGear, Corporate Office, Farmingdale, NY

July 2023-September 2025

NetSuite Administrator

- Monitored ERP system for optimal performance.
- Executed administrative and maintenance tasks in the NetSuite application.
- Managed user roles, permissions and access controls.
- Aided in Implementing NetSuite's WMS.
- Played a key role in testing and deploying customizations, upgrades and new NetSuite features.
- Created Saved Searches and CSV Uploads.
- Implemented and maintained Effective Date Pricing.
- Provided support in the implementation of Demand Planning in NetSuite
- Monitored system performance and troubleshooting of issues to minimize downtime.
- Provided training and ongoing support to users, enhancing system utilization.
- Wrote, revised and optimized standard operating procedures to ensure accuracy and clarity.
- Integrated NetSuite and Shopify through Celigo API
- Troubleshot errors in workflows within Celigo.

Self-Employed, Corporate Office, Farmingdale, NY

February 2022- present

EDI/A2000 Consultant

- Collaborate with customer for EDI Implementation
- Review, test and implement customer's EDI requirements
- Process EDI documents on an as needed basis

Lime Crime, Remote, Woodland Hills, CA

November 2022-June 2023

Electronic Data Interchange Specialist/System Administrator

- Manage EDI workflows and make XML data corrections.
- Troubleshoot EDI errors.
- System administrator for NetSuite.
- Install software and maintain workstations.

- Deploy patches for Microsoft Windows.
- Run workflows through Celigo.
- Collaborate with external IT team on data management and security projects.
- Microsoft Exchange server administrator.

Earth Shoes, Remote, Norwood, MA

February 2022- November 2022

System Administrator

- Maintain and upgrade internal ERP system for peak performance.
- Design and implement EDI/System projects.
- Process incoming and outgoing EDI documents.
- Troubleshoot Oracle errors and collaborate with GCS to resolve when needed.
- Troubleshoot EDI errors and work with customers when needed to resolve.
- Educated departments in ERP processes to improve efficiency.
- Analyze the company's software needs to reduce inefficiencies and costs.
- Support IT department.
- Manage training on ERP system.

Camper's World Apparel, Cooperate Office, Hicksville, NY

March 2013- February 2022

System Administrator/EDI Coordinator

- 5 + years working with EDI concepts.
- Collaborate with customers for EDI set-up.
- Review and implement customer's vendor requirements, EDI needs, routing guides and other required documentation.
- Develop trading partner profiles with our internal software.
- Process all EDI data through our Oracle based ERP system.
- Troubleshoot EDI errors.
- Maintain OpenText catalogue.
- Develop standard operation procedures for ERP system and educated staff.
- Troubleshoot A2000 errors.
- Work jointly with IT and GCS to rectify issues.
- Work with COO in the running of warehouse/shipping of goods to wholesale customers.
- Created and ran reports for CFO.
- Collect and reconcile accounts receivable.
- Breakdown and process checks within the ERP system.
- Audited payments from customers and discovered \$500K discrepancy.
- Work in vendor portals, filing claims, tracking Pos, and submitting invoices.
- Reconcile Inventory.

LightSpeed Solutions, Cooperate Office, Farmingdale, NY

August 2011- February 2013

Business Development Manager

- Represented Company at professional events.
- Speak with current and prospective clients.
- Work closely with Director of Operations/HR Department.
- Collaborated in the creation of software projects and development.
- Development of nopCommerce projects.
- Software testing.
- Recruited and managed software developer interns.

References upon request.