

Sylvia Jasper

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EDUCATION

University of Massachusetts Amherst Isenberg School of Management

Amherst, MA

Master of Business Administration (MBA); Candidate, May 20XX

- Cumulative GPA: 4.0
- Awarded Full Business Innovation Fellowship; Office of Diversity and Inclusion; Office of Career Success

University of California, Los Angeles

Los Angeles, CA

Bachelor of Arts in Economics; Candidate, December 20XX

- Cumulative GPA: 3.62

EXPERIENCE

Pfizer

Remote

Human Resources MBA Intern

May 20XX – September 20XX

- Pioneered development of a comprehensive playbook outlining best practices and standardized processes tailored for HR portfolio projects, providing program managers with a resource for consistent and effective project management
- Established a novel program proposal process for HR portfolio consideration via the Jira project management platform
- Authored impactful communications highlighting HR's advancements in diversity, equity, and inclusion (DEI) as well as the organization's progressive efforts to foster a culture of continuous learning

Cisco Systems

San Jose, CA

Finance Manager

November 20XX – March 20XX

- Compiled and presented weekly, monthly, and quarterly worldwide product bookings reports and forecasts for executive review, encompassing diverse perspectives by region, business segment, and business unit
- Crafted intricate financial models using Oracle Bi to facilitate the annual financial planning process for product bookings and the setting of targets for regional sales finance teams to increase operational efficiency by 3%
- Produced and reviewed 14 investor relations schedules for product bookings as part of the quarterly financial close process

Senior Financial Analyst

April 20XX – November 20XX

- Elevated the accuracy of Services (CX) bookings reporting by ensuring the precision of forecast and sales pipeline data, continuously enhancing the capabilities of internal systems
- Devised a monthly CX bookings forecast grounded in historical sales pipeline conversion data, effectively communicating significant sales opportunities to executive leadership to increase sale conversions by 6%
- Co-led the transition of CX to a future annual bookings policy, guiding the strategy development, data restatement, and final system implementation to decrease user process time by 8%

Change Management Analyst

May 20XX – April 20XX

- Formulated change management plans for 6 projects within the finance domain, encompassing impact analysis, communications strategies, training initiatives, and risk management strategies
- Developed adoption metrics and conducted analyses with Microsoft Excel to align project results with intended business outcomes, ensuring successful change implementation and increased evaluation accuracy by 2%
- Communicated project progress at an executive level through insightful presentations, skillfully incorporating Return on Investment (ROI) metrics and employing engagement strategies

Financial Analyst, Leaders in Finance and Technology Program (LiFT)

August 20XX – September 20XX

- Executed worldwide financial planning, forecasting, and analysis related to headcount for executive review
- Enhanced adoption of the Enterprise Pricing Solution tool by identifying and addressing knowledge gaps among individual users within Sales Finance teams through targeted guidance and advanced training

LEADERSHIP ACTIVITIES

Diversity Leadership Conference

San Diego, CA

Lead Speaker

June 20XX

- Engaged in dynamic panel discussions, sharing personal experiences and practical strategies for promoting diversity, equity, and inclusion in the workplace to receive a 98% attendee satisfaction rating
- Stimulated thought-provoking dialogue during interactive workshops, encouraging participants to explore their own biases, challenge assumptions, and cultivate empathy through leading small group discussions

SKILLS AND CERTIFICATION

Computer: Advanced in Microsoft Excel (Solver, V-LOOKUP, and Pivot Tables), Quickbooks, and CX

Language: Russian (Proficient)