

Thomas Cipriano
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<http://www.thirdfloorsolutions.com/tomsresume.asp>

3/2009 to 11/2004 Consultant for the past five years. (Wyeth, Shire, SAP, Knoll, and Vanguard)

05/2008-3/2009 **Wyeth Biotech (Consultant)** Collegeville, PA

SRC Coordinator-Document Management

Vaccines Wyeth Biotech TO&PS (Technical Operations & Product Supply) Wyeth BES-(Biotech External Supply) 13V Drug Product Prevnar 13-valent pneumococcal conjugate vaccine (13v PnC)

- ✓ **Major Accomplishments:** Use Acrobat 7.0 with Compose and ISI Toolbox plug ins. Attended SRC 101 and 201 training @ Wyeth in Pearl River, NY & cGMP (21 CFR Part 11) in Andover, Mass. Worked on highly confidential technical documents diagrams and blueprints for the manufacturing process of prevnar 13v and all of the conjugates at the different manufacturing locations.

12/2007-3/2008 **Shire Pharmaceuticals (Consultant)** Wayne, PA

SAP SRM Analyst

- ✓ **Major Accomplishments:** Created over 1 million dollars worth of Shopping carts in a 2 month time frame to get a backlog of vendors paid which were over 60/90 days delinquent Handled all PR/PO's in SAP SRM application. Working with Human Resources, Procurement & Accounts payable to revamp and streamline the payment process. Also using Recruitment Management Application called Projectix First Advantage to enter and modify Job Requisitions thru the hiring process. Created and tracked numerous Ad hoc reports in SAP SRM and MySAP/R3.

11/2007-12/2007 **Wyeth Pharmaceuticals (Consultant)** Collegeville, PA

Inquisite Data Analyst

- ✓ **Major Accomplishments:** Inquisite Data Analyst= Working on year end Partner reports for Research & Development-Neuroscience Project Management. Taking survey data from Inquisite software and exporting it out to numerous Spider and Line Charts in Excel and PowerPoint. Posting surveys to Internet and Intranet through Inquisite which is WYSIWYG web editing software.

8/2007-11/2007 **Knoll (Consultant)** East Greenville, PA

Blackberry Lotus/Desktop Support

- ✓ **Major Accomplishments:** Add new users to the BES. Added Printers remotely to the DHCP server. Troubleshoot and configure changes for Blackberries remotely using Net Meeting, Dameware and Hyena. Handle requests for password changes in Lotus Notes and Active Directory. Monitor Domino Servers with DDM built into Administrator. Work with version 6.5, 7.0 and new 8.0. Fix id files and setup new Notes accounts when hard drives crash. Add NSF files for numerous databases and address books in Notes.

4/2007-8/2007 **Wyeth Pharmaceuticals (Consultant)** Great Valley-Malvern, PA

SAP HRIS Analyst

- ✓ **Major Accomplishments:** SAP HRIS PA=Personnel Administration and Organizational Management. Process New Hires/EAN for all Domestic US offices. Update and process Payroll and LOA requests.

2/2006-3/2007 **Vanguard (Consultant)** Malvern, PA

BAM Business Access Management, Security Analyst

- ✓ **Major Accomplishments:** Working on migration project from [SAM](#) to Computer Associates [Etrust](#) Admin Application. Worked with CA Identity Manager and also worked on GRW tickets for access. Verifying old profiles creating numerous spreadsheets and reports for the conversion process.

1/2006-2/2006 **SAP America (Consultant)** Newtown Square, PA

Training & Education

- ✓ **Major Accomplishments:** Advised and registered customers for SAP training. Worked with all SAP customers and helped register employees for certifications and training. Increased training profits by 25% Met daily goals of 300,000 + daily. Made several changes to workflow to help increase productivity and streamline team efforts to attain daily goals. Worked in SAP R3 applications to track and register students in real time.

11/2005- 12/2005 **Wyeth Pharmaceuticals (Consultant)** Collegeville, PA

Regulatory Submissions Associate (Regulatory Affairs-Submissions Management)

- ✓ **Major Accomplishments:** completed high quality submissions following FDA regulatory guidelines and internal processes within timelines. Prioritized all tasks involved for timely completion. Helped team by validating changes in submissions for Tygacil, Enbrel, Premarin, and Mylotarg using Adobe Acrobat 4.0 and 7.0 publishing software. Inserted Bookmarks, TOC, links and Distilled documents internally and externally. Pulled documents from Knowledge Management software called EDMS aka Documentum.

Used Compose and ISI Toolbox Adobe Acrobat plug-ins. *Contractor* for Regulatory Affairs/Submissions Management.

11/2004-11/2005 **SAP America (Consultant)** Newtown Square, PA

SME Business One Sales Coordinator and Partner Support Supported VP, and Business Development Manager as well as Channel Sales Managers, Partner Recruiters, and Business One Partners throughout the United States.

- ✓ **Major Accomplishments:** Improved communications with Business One team and Business One partners by updating the partner portal and created weekly newsletters for consultants and sales in HTML.

8/2002-11/2004 **Independence Blue Cross** Wayne, PA

Benefit Administrator Dedicated Unit Virtua Health , Caesars, Feds, CSC, & Agilent Technologies are some of the groups I serviced in New York, New Jersey, and Delaware. Explained deductibles, cobra, allowed amounts, co pays and advised and educated members how to have procedures done according to their HMO/POS and Open Access benefit plans.

- ✓ **Major Accomplishments:** Implemented a Digital Dashboard website in flash that helped centralize all the links and go to applications within IBC. Responsible for naming corporate website IBC Today. Educated members on how HMO, POS, Open Access, PPO and Cobra benefits work. Promoted to Dedicated unit servicing health benefits to Doctors and Nurses at Virtua Hospital.

1/2002-8/2002 **ExxonMobil Fuels Marketing (Consultant)** Exton, PA

Customer Relations/Facilitator – (Left before Company exported job to Canada) Handled inbound and outbound phone calls for all consumer related issues related to Exxon Mobil Gas Stations, Convenience Stores, Chemicals Div., Lubrications Div. and Mobil One Oils. All the tanker truck logistics were run out of this office.

- ✓ **Major Accomplishments:** Reduced costly litigations by remediating and resolving issues quickly. Reduced cost in department by 25%. Offered alternative rewards and incentives to standard monetary give outs. Reduced monetary payouts by 50%. Investigated and researched criminal or safety related problems at services station throughout the United States. Created incident reports that were faxed or emailed to Territory Managers and Station Managers in Firstwave CRM.

3/2000 - 9/2001 **Xerox Connect- Now called Xerox Global Services** Exton, PA

National Internet Researcher/Strategist CRS-(Central Recruiting Services) Corporate

AIRS I, II Certified. Negotiated prices and reduced costs by eliminating unnecessary Internet Sites. Supported and Managed 7+ Resource Specialists and Numerous Hiring Managers with qualified technical resumes of candidates on a National scale. Sourced technical candidates all over the United States.

- ✓ **Major Accomplishments:** Reviewed and managed all Job Boards on a national level. Negotiated contracts with vendors and software companies. Reported Metrics at Friday group meetings to Director of HR. Reviewed competition and alternative Human Resource recruiting strategies. Worked with Project Manager on implementation of hire Systems AKA Brass Rings. Sourced and reviewed technical applicants for Resource Specialists. Used AIRS skills to seek passive candidates and assist with hard to find positions. Increased revenues by providing candidates in a timely manner for time sensitive projects across the United States.

5/1999 - 2/2000 **Palarco-Now called Alliance Consulting** Wayne, PA

Technical Recruiter

Heavy daily Internet recruiting for SAS, Software Architects & JD Edwards positions on a National scale. Recommend new and alternative areas for Recruitment on the internet.

- ✓ **Major Accomplishments:** Reviewed and Negotiated Job Boards for Technical sourcing of applicants. Helped reduce costs and increase quality of internet resources. Attended numerous Tech fairs in the Delaware Valley. Helped recruit for many Y2k projects at Astra-Zeneca and Wyeth.

9/1997 - 4/1999 **DMW Worldwide**-(Direct Marketing Co.) Wayne, PA

Human Resource Assistant

In charge of resume distribution between key managers. Electronically process & file resumes with custom database software according to EEOC standards. Recruited for all positions within the company at the Morris Dr. Chesterbrook location.

- ✓ **Major Accomplishments:** Conducted face to face interviews as well as phone screenings for all recruiting activities at Chesterbrook office. Assisted in creation of Policies. Helped put together Employee Handbook. Communicated with Department Managers on what type of applicants they were interested in recruiting. Negotiated rates with temp agencies and Job boards. Attended ADP Hire Perspectives training in Parsippany NJ. Tracked and created reports in ADP's HRIS system. Reviewed and negotiated different vendors for Technical training at all office locations.

Education:

Cabrini College US-PA-Radnor, PA Human Resource Management 95/120 Credits

6/1996 Graduated Montgomery County Community College US-PA-Blue Bell, PA Associate Degree-Criminal Justice

05/1994 Graduated Montgomery County Police Academy Conshohocken, PA

Affiliations:

2005 Upper Perkiomen Valley Chamber of Commerce

*References Available Upon Request