

Curriculum Vitae

VASSILIKI DE JONG - SIMOPOULOU

Personal Details

Name: Vassiliki De Jong - Simopoulou
Drivers license: B
Marital status: Married (no children)

Utrecht, Netherlands
Date of birth: 4 Feb, 1965
Gender: Female
Nationality: Greek

Education				
Company	Specialisation	Period	Degree	Option
	Professional training			
Kodak	Kodak Security Awareness, Balancing Work & Family, Corporate Reputation, Accountability and Ethics, Heijunka Training, Vantive/Production Support Training, SOX, Train the trainer.	2000/2008	Yes	
SAP – Kodak	SAP Level 2 Order Management, SAP R/3 Overview Customer Satisfaction, EMS training, DSM training, FIP & FAS Training	1995/'96/2000	Yes	
Kodak	Career Planning & Development, Management Training, Personal Profile Survey,	1995	Yes	
Kodak	Finance Training, Inventory Theory and Practise, Forecasting Training, Demand Management, Logistics Systems Training	1989	Yes	
	School / Course			
Nederlands Niveau A intensief	Universiteit Utrecht, James Boswell Instituut. April - June 2009	2009		busy
Proficiency	Diploma in English by 'Michigan Press London' in Athens	1980	Yes	
University -Bachelor degree	1982-1986 University of Economics and Business (Athens – Greece) Business Administration <i>Financial Accounting, Balance Sheets, Project Management, Statistics, Sociology, Business Mathematics, Micro/Macro Economics, EEC Law, Civil Law, Marketing, Marketing Research, English in Economics, Communications, Organization science, Cost Accounting, Financial Statement Analysis, Corporate Finance, Managerial/Business economics, Business Management, International Economics and Development, Mathematics and Informatics.</i>	1987	Yes	

SUMMARY Business Experience

Company	Function/role	Period
Carestream Health	Senior Business and System Analyst SD/MM	5/2007–5/2008
Kodak	Senior Business and System Analyst SD/MM	3/2001 – 4/2007
Kodak	Logistics Manager, Demand Manager, Planning Manager, Change Management	4/1995 – 2/1998
Kodak	Planner, Costing Expert/Program Designer, Customer Service	4/1998 - 4/1995
USIT	Accounting Manager	4/1988 - 4/1989
Eli Lilly - ELANCO	Accounting Clerk	9/1986 – 4/1988

Skills Summary

I am a Senior Business and Information Systems Analyst, with a Finance and Commerce University degree.

During my career I have built up excellent communication skills, working for many years on international assignments and in virtual teams.

Whilst working on many project implementations, I have adopted excellent PC, Planning and Organizing skills, analytical talent to even focus on small detail.

My background consists of 19 years working experience for 1 high-tech international industry corporation, KODAK and lately Carestream Health, in various demanding & challenging roles.

My current activities are mainly focused on Business Reorganization and Information Systems (Management and Technology), support of business (re) design, strongly influenced by continuously changing systems architecture and operational application improvements .

Personal Qualifications

- Continuous learning
- Organizational/Communication skills (assertive)
- Team work, (virtual team experience), maintain direction w/o direct supervision
- Initiative, responsible
- Capability to handle and coordinate multi task projects
- Analytical and numerical skills
- Results/target/goal oriented
- Managerial skills

Business Experience

5/2007–5/2008	Carestream Health FUNCTION	Utrecht Senior Business and System Analyst SD/MM
	Role <u>Tasks, responsibilities and activities</u>	Design Steward, Project Coordinator
	<ol style="list-style-type: none"> 1. Level 2 Business & Systems Analyst WW IT member 2. Business Process Design Owner for <u>Docuware Application</u> and Global Document Archiving. Support and Communicate changes with 300 users worldwide. Document processes and changes, write Functional specs and communicate with technical team and Vendor. Network separation, new Data Center (Server) set up 3. Business Process Design Owner for <u>Global Import Export</u>. Support and Communicate changes with 80 users worldwide. Document processes and changes following SIRs , re-write Functional specs and communicate with technical team. 4. Business Process Design Owner for <u>Global Invoicing</u> and output configuration. Support and Communicate changes with 90 users worldwide. Document processes and changes following SIRs , re-write Functional specs and communicate with technical team. 5. Project Coordinator for Greek Office Legal Entity set up physically and in SAP. Project Coordinator for Greek Office Move and 3PL set up. (SAP Sales Org configuration updates, SLAs, SOX, change management 23 Users). 6. Greece Level 2 (10 Key Users) support 7. Coordinate SAP Hellenization patches testing and installation with consultants, key users and technical team in US. 	
3/2001 – 4/2007	Kodak FUNCTION	Utrecht/Athens/Chalon/Annesley/Rochester Senior Business and System Analyst SD/MM

Role

Process Owner, Design Steward, Project Manager, Site Implementation Manager, Change Management Coordinator, Training Coordinator, Project Planner and Methodologist, Project Coordinator, Testing Coordinator, URT Coordinator, Data Convesion Lead, URT Lead, Trainer, Level 2 Support, System Testing Lead

Tasks, responsibilities and activities

- **Level 2 Business & Systems Analyst WWIS OTC member** – create Functional specs for Interfaces.
- **OTC Global Design Steward** responsible for Order Management, Electronic Document Archiving, Daily Invoice printing.
- **Site Implementation Manager** for Greek Office Entity set up in ERP/SAP (new Legal Entity Project). 80 Users, 5 Business Units, 1.5 B Revenue. Arrange Kick Off and Fit Gap Analysis meetings with Consultants, Design Owners and Business Owners. Communication with stakeholders, updated deliverables, conducted Kick Off and Fit Gap Analysis sessions.
- Project for India **Electronic Document Archiving Process Designer.**
- **SAP/GATP** in EAMER (Order Management) **Process Designer.**
- Advantage Plan Database **Interface** with SAP (Account Receivables reports) create **Functional Specs, Testing, Train the users, Implement.** Fulfill ERP Management needs for Reporting tools to support effective strategic and financial decision making.
- ERP Implementation in Greece additional responsibilities: **WWIS Planner and Methodologist, Change Management Coordinator, Training Coordinator, URT Coordinator** and main **Liaison** between Finance and Business Units. Collaborated with Project US & EAMER Management to **monitor budgets and progress.**
- Continuously found opportunities to implement **enhanced Business and Financial processes and procedures.** Alerted Project, US & EAMER Management in case of significant project cost performance variances against budget.
- **Level 2 Support** for 28 OTC **Eamer Key Users** on Order Management, billing, invoicing, pricing, accounts receivable.
- **Daily** Document Archiving & Central European Billing and Invoice Printing **Production Support.**
- Effective and professional **communication** with all parties involved.
- Conducted regular team meetings to resolve system problems and to achieve agreed group objectives/goals.
- **Level 2 Business & Systems Analyst WWIS Supply & Demand Management** member – created Functional Specs for Interfaces.
- **DSM (Manugistics) ERP implementations** in US, France (Chalon Manufacturing, Paris Main Office), UK (Hemel, Harrow, Annesley). Item Planning processes design for EAMER.
- **ERP Business & Systems Analyst (Level 2), Systems Designer, System Matter Expert** for FIP (Finished Item Planning) and FAS (Final Assembly Scheduling) Processes.
- **Compose FIP/FAS training material and give Basic Training** to users.
- **URT (User Readiness Testing) Leader** for FIP (DSM/Manugistics).
- **KOS Process (Heijunka) expert** (Manufacturing interfacing Planning Systems).
- 3 years **Assignment** at Eastman KODAK, **Rochester N.Y. USA**, ERP Global Business & Systems Analyst. **Member of the OTC Global Design Team** to ensure a Worldwide Information System, is properly developed and implemented to meet International **Import/Export Business** – created **Functional Specs for SAP Forms, Tables, Reports, system testing, train the users, URT.**
- **2 Project Implementations on Import/Export Design** in France/Benelux (EMS Bolton, 20 Users), **US & Canada** (SAP solution 25 Users) in 2 years time.
- **Design Steward** for all **Export Documentation.**
- Performed Business analysis and create / enhance Business scenarios to optimize sales & profitability.
- Full Project cycle participation under Andersen Consultant **Project Methodology.**
- **Global Design Demand and Supply Management Team member.**
- **Manugistics Upgrade System Testing Coordinator.**
- **SAP Upgrade System Testing Coordinator** for Import/Exports.
- **Data Conversion Lead** for the Eamer Data Conversion (Material Master) for the planning process (DSM/SAP).

9/1986 – 4/1988 Eli Lilly - ELANCO
FUNCTION

Athens
Accounting Clerk

Language

	<u>Speak</u>	<u>Read</u>	<u>Write</u>
Dutch	basic	basic	basic
English	excellent	excellent	excellent
Greek	excellent	excellent	excellent

Other

Heijunka expertise by KOS Office. KME (Kodak) Methodology for ERP Implementation (9 years).

Techniques : Global Design, SAP & DSM Data Conversions, Master Data, Unit and System Testing, User Training, User Readiness Testing, Go Live/Cutover Activities, Site Implementation Manager, Project Coordinator, Production Support.

Systems: SAP R3i (9 years), 4,7, Manugistics 6.1.4 (1 year), 7.2.1(DSM) (2 years), Vastera (EMS) (2 years), IBM Lotus Notes (9 years), Vantive (3 years), Argus Gold Document Archiving (2 years), Docuware Application (3 years), TWS (3 years), Enterprise Wizard (1 year), Webex (2 years), Microsoft Office (8 years), Windows XP (5 years).
