



Profile

Jacqueline Green

Experience

Burger Consulting Group — March 2012 to present

Enterprise Content Management Specialist adept with Document Management, Collaboration, and Workflow. Assists with Assessment, Software Vendor Selection, Deployment, and End-User Training. Identifies optimal interface opportunities with the ERP, PM, email, and existing or future software modules to streamline processes for maximum efficiency. Aids the client in developing Business Best Practices, Information Governance, and establishing Record Management policies based on industry and governmental requirements. Manages the ECM process by applying proven methodologies starting with software selection through implementation. Identifies pain-points in existing ECM, and outlines potential transformation value. Exceptional rapport with the ECM software vendor community, and has worked specifically in collaboration with Open Text, Documentum, OnBase, Laserfiche, Alfresco, SharePoint, Kofax, Ephesoft, Viewpoint's Content Manager, and Paperless Environments by developing scope, and promoting disciplined deployment efforts within the construction industry, and externally. In-depth understanding of cloud-based collaboration software, such as DropBox and Box, of change management throughout all processes to ease new software transition.

Ace Hardware Corporation – June 1990 to September 2011

Senior Inventory Supply Chain Planner responsible for the planning, forecasting and procurement for 14 distribution warehouse locations servicing 5,300 independent retailers. Partnered closely with merchandising professionals to develop and manage business strategies to drive sales and optimize inventory investment. Performed ongoing analysis of various business factors, including past and present retail performance, seasonality, disaster relief, and annual promotions. Power-user in the deployment of SAP, OnBase, E3, and Lean software.

Education

University of Illinois
Chicago Circle Campus
College of Liberal Arts and Sciences
Bachelor of Science in Biological
Sciences

Associations

AIIM Member – The Global
Community for Information
Professionals
ARMA International – Establishing
Information Governance