

Curriculum Vitae

Personal Information

First Name: Yvan
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Date of birth: 10 April 1980
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Education

2008 - 2009 Postgraduate [Diploma in Management](#) at The Open University, Milton Keynes, UK (part-time distance learning)
2007 - 2008 Third level [Certificate in Management](#) at The Open University, Milton Keynes, UK (part-time distance learning)
1996 - 2000 Swiss Federal certificate of computer science
1995 - 1996 Secondary school in Switzerland
1993 - 1995 Two years of school in Baton Rouge, Louisiana, USA
1985 - 1993 Primary school in Switzerland

Work experience

Mar. 2006 to Dec 2008 **BIAR, Switzerland** - family owned company (www.biar.com).
ERP and IT administrator:

- Business/System Analysis; definition and implementation of new processes (online stock management, production and manufacturing planning)
- ERP customisation (document layout, reports, SQL queries), maintenance, support and development
- Network administration (Server, workstations, backups)
- End-user support
- Website development

Vice-president of the board:

- Performance improvement of the branch in the USA
- Liaising between Switzerland and the USA
- Customer and supplier relationship
- Employee management
- Accounting
- Problem solving
- Continuous improvement

Mar. 2005 to Feb. 2006 **ORGA-BURO, France**
SAP Business One project responsible: ERP implementation: Analysis of users and system requirements, design and implementation of the software, additional development definition, initial settings and data integration, end-user training, support infrastructure, documentation and continuous improvement (backups, upgrade & patches, monitoring).
Consulting and support regarding other projects.

Apr. 2004 to Feb. 2005	<p>SAP, Ireland Business One Consultant: second level support for SAP Business One, ERP software designed for small and medium size businesses. IT Technical specialist: Set up and maintain 15 servers for the test environment. Answer higher-level issues related to more technical problems such as database troubleshooting (connectivity, performances, advanced how to's and consulting) and software interaction (Winfax, SMTP and email connection, OS and network administration) Country advocate for France: Expert knowledge for the specified localization and main contact point to internal SAP departments.</p>
May 2002 to Nov. 2003	<p>BIAR, Switzerland IT administrator: Building and maintaining the IT as a whole with CAD / CAM solution for the company, involving setting up a 20-users network with MS Windows NT4.0, Internet connection, printers, backup and access control and authorizations. Upgraded it to Windows 2000 network with remote access, created the company's website as well as the tool to link the CNC to the IT network (C++).</p>
July 2000 to Oct. 2001	<p>Thales IS, Switzerland IT Field technician: On site and remote end user support. ERP developer/maintainer: SQL & PL/SQL development for Oracle</p>

Certificates

Management	<p><u>The Professional Diploma in Management</u> "Provides a cross-functional approach to the management of teams, departments and projects. [...] Key themes covered are understanding and improving performance, and managing projects and change." (31 July 2009)</p>
Management	<p><u>The Professional Certificate in Management</u> "Provides a broad-based, practical introduction to the key ideas, techniques and overall competencies needed in order to manage effectively and productively in modern organisations in any part of the world." (31 July 2008)</p>
Consulting	<p><u>Solution Consultant SAP Business One</u> "Solid product and role-specific knowledge - SAP Business One, ERP for small and midsize businesses" (18 Apr. 2005)</p>
Support	<p><u>SAP Business One Global support Consultant</u> "Advanced training on core functionalities in order to support customers and partners." (23 Apr. 2004)</p>
Technique	<p><u>Quick-Start for ASE Administrators of SAP-Business One</u> "Sybase specific training for SAP Business One" (6 Oct. 2004)</p>

Objective

Professional	<p>"The aim of life is self-development. To realize one's nature perfectly - that is what each of us is here for." Oscar Wild To find a position involving information systems and technology skills that offers professional growth where responsibilities, initiative taking and decision making are part of the daily tasks.</p>
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Clarinbridge, 4 July 2009

Yvan Masson