

DANIEL E. SCHEIN
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EDUCATION

The George Washington University, Washington, DC
BA in Speech Communication

PROFESSIONAL EXPERIENCE

Support Liason – Payment Coordinator

City of Houston, Office of the Controller, Houston, Texas (2/06-Present)

Responsible for City-wide creation of vendor checks and direct deposits. Liaison between Controller's Office and ERP Support Team. Troubleshoot SAP issues with heavy emphasis on Accounts Payable. Coordinate and implement various internal business process improvements and quality control enhancements.

ERP Accounts Payable Functional Team Member

City of Houston, Information Technology Dept., Houston, Texas (6/05-2/06)

Worked with key external SAP consultant to configure, develop, test and implement Accounts Payable module. Drafted Accounts Payable blueprint documentation and training materials.

Systems Support Analyst II

City of Houston, Office of the Controller, Houston, Texas (7/04-6/05)

Reviewed daily, monthly, and annual financial system reports for accuracy and reconciliation. Analyzed system discrepancies as required. Delivered city-wide training for the Accounts Payable and Financial Systems Overview. Assisted legacy system users with issue resolution. Developed and supported the Controller's Office Web site.

Webmaster

City of Houston, Office of the Controller, Houston, Texas (6/00-6/04)

Designed, implemented, and maintained Controller's Office Web site and office-wide Intranet. Developed procedure for City of Houston unclaimed property program and Web claims process. Coordinated city-wide departmental training

Purchasing Single Point of Contact

City of Houston, Office of the Controller, Houston, Texas (8/96-6/00)

Managed and executed all purchasing functions for Controller's Office. Wrote bid specifications, requisitions, and purchase orders. Supervised one employee. Served as backup vendor liaison. Prepared City Contracts for Controller's signature.

Church Photographer

United Church Directories, Gallion, Ohio – Houston, Texas region (10/94-4/96)

Photographed church and families for church directory. Managed two person sales team.

SKILLS AND AWARDS

- Proficient in MS Office, Photoshop, Dreamweaver, City of Houston financial software
- Controller's Office Employee of the Month in July 1998, July 2001, and May 2004
- Marquis *Who's Who in America* 2003 and 2004 Editions