

Noel I. de Leon

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Profile

Versatile and results-oriented IT professional offering exceptional troubleshooting skills and a talent for developing innovative solutions to unusual and difficult problems. Seeking a position with room to grow in a vibrant technology department

Core Strengths

- Process Improvement
- Database management
- Systems Implementation
- Report automation
- Programming and design skills
- Excel VBA
- MS Office
- Analytical
- Customer-oriented
- Strong troubleshooting skills

Work Experience

Patient Access Representative - Clara Maass Medical Center, Belleville, New Jersey, November 2013 to December 2016

- Interviewed and admitted patients in accordance with hospital policy
- Ensured accurate and prompt collection of patient information
- Responsible for pre-registration process, collation of charts, computer data entry, and insurance verification.

Senior Analyst/Manager, Merchant Information Organization - Bloomingdale's, New York, NY, May 2000-November 2011

- Utilized Excel VBA to create user forms for data input and selection of options.
- Developed stored procedures and views to retrieve data from SQL server to Excel.
- Built database tables and queries on Microsoft Access, SQL, and TERADATA for data analysis and reporting.
- Developed Excel templates to export report data for daily leadership meeting.
- Published user manuals, technical documentations and trained users with new applications.
- Responsible for creating new reports and enhancing current reports to meet changes in business requirements.
- Produced customized Excel macros to meet the business need for faster data collection and accurate information.
- Held meetings with merchants, planners and store managers to evaluate requests for reports tailored for their department.
- Worked closely with brand and marketing teams across the organization.
- Served as the project manager for major system conversions.
- Provided technical guidance to department staff and developed their skills in supporting the merchant organization.
- Facilitated New Assistant Buyer Training sessions.
- Liaison between merchants, distribution centers, stores and vendors.
- Increased EDI Charge Back revenue by 80%.
- Worked with vendors in testing and setting up EDI documents (810, 850, and 856).
- Resolved errors in vendor's EDI transmissions.
- Tested and deployed system enhancements

Manager, Technology Support - Federated Logistics, Secaucus, New Jersey, November 1997 - May 2000

- Evaluated and tested computer equipments and other peripherals.
- Installed and supported usage of software applications including word processors, spreadsheets and e-mail.
- Managed inventory of personal computers, printers, terminals, and radio frequency scanners.
- Managed and supported data entry personnel responsible for keying vendor invoice information.
- Managed and supported quality control personnel.
- Produced weekly and monthly staff production and vendor error statistical reports.
- Trained staff on Electronic Data Interchange/Advance Shipment Notice.

Education

Bachelor of Science in Computer Science
New Jersey City University - Jersey City, NJ