

# Alesia Colligan Bever

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## EDUCATION

Indiana University - Purdue University Indianapolis	May 2019
<ul style="list-style-type: none"><li>• <b>Bachelor of Arts in Quantitative Economics</b></li><li>• Minor in Sustainable Management &amp; Policy</li><li>• Certification in Applied Computer Science</li></ul>	GPA 3.15
Ivy Tech Community College	
<ul style="list-style-type: none"><li>• Microsoft Excel Certified</li></ul>	2013

## KEY SKILLS

•Proficient with Microsoft Office Products •Data/Database Management •Query Writing •Microsoft Access •MySQL •Jquery •Ajax •ERD •Report Automation•Oracle SQL Developer •phpMyAdmin •ETL •Web development •Server-side Programming •Object-Oriented Programming (OOP) •Econometrics•Reporting and Analysis •Payroll •Scheduling •ServiceNow Admin•**Programming Languages: •SQL •HTML •CSS •PHP •VBA**

## PROFESSIONAL EXPERIENCE

Trimedx Mar. 2022 - Nov 2025

### **Master Data Coordinator II**

- Act as an escalation point of contact on the team; provide new team members with training and post-training support.
- Ensure the accuracy of all facility's ship-to data for implementation, maintenance, and updates.
- Assist supervisor throughout EDI implementation process when on-boarding EDI Suppliers by gathering information from meetings & communication to accurately set up their parts catalog & provide continued support internally & externally.
- Fix PO integration or draft issues in Workday.
- Perform user testing on future website enhancements, documenting tests performed, and alerting management of any concerns.
- Includes all responsibilities from previous Master Data Coordinator position.

Trimedx May 2020 - Mar. 2022

### **Master Data Coordinator**

- Core responsibility is to perform the master data processes for execution, set-up, maintenance to ensure the quality of the Master Data used in the TRIMEDX purchasing system and proposing process improvements.
- Must be aware of the policies and procedures within TRIMEDX's QMS program to adhere to the standards of ISO/IEC 27001:2013 ISMS and ISO 13485:2016 MD QMS and contribute to the effectiveness of the Trimedx QMS.
- Understand the market and the end-to-end procure-to-pay process to ensure accurate data input, create process efficiencies for Operations and Supply Chain, and help identify potential risks or opportunities.
- Gather information required to accurately enter master data requests; source with suppliers and review price or part discrepancies with internal customers when needed.
- Source replacement, re-manufactured or compatible parts for POs delayed due to parts out-of stock, obsolete, discontinued, etc. Always following Category managements' supplier & device modality sourcing strategies. Direct all supplier part or vendor service concerns to category management for review.
- Review new & existing customer data and supplier data and set-up in system when needed to support.
- Follow the guidelines for creating, maintaining and performing quality & accuracy reviews on the master data through regular audits and data cleansing activities to ensure consistency in the system. Review data in detail and utilize mass uploads when needed.
- Create and manage Macro-enabled excel templates responsible for the monthly audit, updates, and reports of the master data.
- Support internal customers with master data issues or concerns; provide guidance on best practices for requesting master data adds or updates. Handle complex issue resolution independently with little support
- Ability to communicate in written and verbal formats effectively across all functions and leadership.
- Excellent interpersonal and negotiation skills to develop and nurture trusting relationships with customers, suppliers, field service engineers, procurement specialists, and all stakeholders.
- Contribute website enhancements to the developing team to improve Trimedxs' purchasing systems processes or user capabilities.
- Assist management with process and system documentation, policy and work instructions.

Trimedx Sep. 2019 - Apr. 2020

### **Procurement Specialist I**

- Stringently uphold the 3-way verification requirements, ensuring accurate medical equipment service records.
- Source and audit incoming invoices and FSRs, rectifying all issues.
- Assist technicians and vendors through the vendor service request processes and requirements.
- Contribute to the development of the parts pricing database by creating & updating parts records.

Reliable Home Healthcare Services, LLC Feb. 2016- Sep. 2019

### **Office & Data Manager**

- Created and managed an Access Database, which was used daily by all office members.
- Eliminated redundancy and developed reliable data sources.
- Automated form completion for over 50 documents.
- Provided on-demand SQL Queries which were utilized in various reporting, analyzing, tracking, and input forms.
- Applied SQL queries to provide analytical reports-improving quality control.
- Exported and submitted required data documentation to the state.
- Collaborated with nurse managers and administration to ensure patients' needs were appropriately met through scheduling staff and verifying authorized services were provided efficiently.
- Prepared and audited payroll for the CEO.
- Assisted in the hiring process of potential certified employees.
- Represented the company at annual conventions.

Reliable Home Healthcare Services, LLC December 2015

### **INTERNSHIP-Data Manager**

- Collected all physical data and stored digital data, built the data warehouse in which all data was inputted and organized strategically to eliminate redundancy, allowing information to be easily locatable, updatable and reliable.

## RELEVANT COURSES

•Web Development (Built Portfolio Website)•Computation for Scientific Application (Matlab, R Script)•Econometrics•Mathematical Economics•Software Project Management  
•Server-Side Programming for the Web (Built a member-based website and built an associated database in phpMyAdmin)•Managerial Accounting•Advanced Database Programming Oracle