

Tina M Meyer
11 Circle Dr, Circle Pines, MN 55014
tmeyer5501@gmail.com
612-559-5501
www.linkedin.com/in/tina-meyer-mn

SUMMARY

Analytical and systems-focused professional with 8+ years of experience in supply management program administration, data analysis, pricing operations, and workflow optimization. Skilled in ERP data maintenance (P21), automation, reporting, inventory support, and SOP development. Known for improving process efficiency, ensuring data accuracy, and supporting cross-functional teams with strong problem-solving and customer service.

TECHNICAL SKILLS

Microsoft Office: Access, Excel (Advanced), Word, PowerPoint, Project, SharePoint, Teams

Data & Reporting: SQL, Power BI, Tableau

Power Platform: Power Apps, Power Automate

Systems: Epicor Prophet 21 (P21), Autocrib, Banyon Fund Accounting/Utility Billing/Payroll

Other Tools: DocuSign, Smartsheet, ADP PayeXpert, Adobe Acrobat (Forms/Web Posts), Gusto

Certification: Microsoft Excel Expert (MO-211) – In Progress

Microsoft Power BI Data Analyst Associate (PL-300) – In Progress

Tableau Desktop Specialist – In Progress

EXPERIENCE

SMS Program Administrator | Mars Supply – New Brighton, MN | Remote | 2022 – 2026

- Managed item setup/changes in Epicor Prophet 21 (P21) and Autocrib to support SMS operations.
- Processed consigned inventory invoicing and maintained accurate program documentation.
- Created and updated SOPs; ensured timely reporting and file management.
- Automated inbox workflows to route documents to SharePoint.
- Provided administrative and automation support to Sales, Customer Service, Purchasing, IT, and Leadership.
- Supported improvements to Add-Change-Delete turnaround times and assisted with special projects.

Associate Pricing Administrator/Purchasing Support | Mars Supply – New Brighton, MN | On-Site | 2021 – 2022

- Reviewed supplier pricing files and updated ERP pricing.
- Verified purchase orders and shipping notices; maintained item data accuracy.
- Standardized item descriptions and units of measure.
- Developed purchasing/pricing SOPs and contributed to Records Retention policy.
- Supported Purchasing L10 metrics and inbox automation.

Lead Data Collector / Data Collector | Retail Data – Blaine, MN | Remote | 2017 – 2021

- Collected retail pricing data and met strict transmission deadlines.
- Achieved 95%+ accuracy, 95%+ on-time completion, and 90%+ Collection Rate Index.
- Conducted re-audits and trained new Data Collectors.

Finance Director / Comptroller | City of Lexington & City of Wyoming – MN | On-Site | 2005 – 2017

- Directed budgeting, financial planning, procurement, and audit compliance.
- Managed payroll, benefits, workers' compensation, and fiscal records.
- Prepared grant proposals and required reporting.
- Processed quarterly utility billing cycles, completed new customer setup, handled payment processing, and responded to customer inquiries.

EDUCATION

Data Analytics Certification – Crescent Career Center

B.S., Accounting (Cum Laude) – Upper Iowa University

Minnesota Municipal Clerks Institute Certification – St. Cloud State University

A.A.S., Personnel Assistant – Brainerd Community College / Wadena Technical College

Additional coursework: Computer Science, Communications Management – Univ. of St. Thomas