

# Mary Jo Schroeder

Wilton, CA 95693

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Authorized to work in the US for any employer

## Work Experience

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### **Manager**

North America Sales Compensation - Rocklin, CA

January 2018 to Present

Manage a team of analysts responsible for paying commissions and providing customer service to sales representatives and management in North America.

- Deliver and support global sales model with focus on productivity improvement of planning process and application.
- Many internal points of contact: Sales Reps and Sales Management, Line of Business Finance and Operations, Global Business Finance, Human Resources, Global Incentive Planning, North America Tactical Planning.

Oracle

### **Sales Compensation Analyst**

North America Sales Compensation - Rocklin, CA

August 2013 to January 2018

- Calculated commission and incentive award payments to sales personnel based on commission plan provisions.
- Performed staff support activities needed for the development, implementation, communication and administration of sales commission or incentive programs, plans, policies and quotas - essentially 50% analytics and 50% customer service.
- Maintained and audited information needed to track revenue, analyzed sales performance results, prepared commission expense reports, presentations and recommendations for sales and finance management.

### **Accounts Payable Analyst, Office**

Xerox State Healthcare, LLC - West Sacramento, CA

May 2013 to August 2013

- Managed accounts for vendors with complex provisions and deadlines.
- Enhanced journal entry system through documentation improvement.
- Constructed new procedures and resources for Accounts Payable department.
- Process improvement through automation testing and system improvements.

### **Accounts Payable Analyst**

Apple, Inc - Elk Grove, CA

November 2005 to May 2013

- Generated month and quarter end account analyses for the executive team.
- Managed accounts for many high-volume, international vendors.
- Multi-million dollar accounts payable processing and reconciliation.
- Resolved issues with internal and external customers in a timely and professional manner.
- Recruited for various special projects, including internal audits, automation and process improvement.

### **Department Manager**

Raley's Supermarkets - Galt, CA

March 2004 to November 2005

- Managed sales, margin, labor, marketing, regulations, pricing, and operations.
- Pioneered training course for Orientation and Hazardous Materials handling.
- Trained in Service/Risk Management and Management Responsibility.

### **Assistant Director**

Kindercare Learning Centers - Leesburg, VA

February 1999 to April 2001

Supervised staff of 15, center of 125, food program, fundraisers, and safety program.

- Managed payroll and scheduling for all staff.

## Education

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### **Bachelor of Science in Criminal Justice in Criminal Justice**

California State University

### **Accounting Fundamentals**

Cosumnes River College

### **Leadership**

Apple University

## Skills

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- Ms access
- Oracle
- Sap
- Bi
- Excel
- Ms excel
- Outlook
- Ms powerpoint
- Powerpoint
- Ms word
- Word
- Mac
- Scheduling

- training
- Operations

## Links

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<http://linkedin.com/in/mary-jo-schroeder>

## Additional Information

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### Computer Skills

PC and Mac - SAP - MS Excel - MS Word - MS Access - MS PowerPoint - Outlook - Apple Numbers - Apple Pages - Apple KeyNote - Oracle Fusion - Oracle BI - Oracle Service Cloud