Curriculum Vitae

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Statement

I plan to follow my passion and focus the next phase of my career as a software developer. As a project manager, guiding the development and implementation of multiple applications from requirement to deployment, I have gained a strong understanding of the software development lifecycle. In addition, with over ten years in Operations and Technology, I will bring practical knowledge as a result of direct involvement in the creation and enhancement of a number of enterprise applications.

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Technology Stack

Java, Linux, SQL, Python, VBA, HTML, CSS, Javascript

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Projects

The following sample of projects I have developed were designed with the core principles of Object-Oriented Programming (OOP) in mind, including encapsulation, inheritance and polymorphism. They were also subjected to Unit Testing with the use of the JUnit framework.

Foreign Exchange (FX) Rates Server-Side Application:
- Multi-threaded application written in Java.
- Hosted on Linux Server.
- SQL database containing FX rates.
- Connected to by clients using TCP/IP networking protocol.
- Where rates for a specific date are not present in the database, the application uses the HTTP GET method to request data from a website using an open-source web API and updates the database.

FX Rates Client-Side Application:
- Developed using Swing GUI widget toolkit for Java.
- Retrieves FX Rates from a server.
- Multi-threaded GUI to prevent concurrency issues. Server requests performed asynchronously of GUI updates.
- Utilizes components such as combo boxes, tables, charts, menus, labels and text fields to allow a user to query FX rates for a date of their choosing and view the results that are returned from the server.

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Work Experience

Employer: **Citi**   **Job title: Vice President in Change Management**
From: **January 2020**   **To:**   **Present**
Current Project: I am currently the Programme Manager for UK and Irish Depositor Protection (DP) Reporting Change Management. My primary responsibility is to manage the programme of software enhancements and fixes to the systems that are responsible for reporting the Firm's DP obligations. Other responsibilities include:
- System Integration Testing (SIT); User Acceptance Testing (UAT); Post Implementation Testing (PIT): writing test scripts; production of mock data; hosting daily scrum meetings; maintaining a RAID (Risks, Assumptions, Issues, Dependencies) log.
- Use of JIRA for programme tracking; capturing requirements; sprint planning; raising defects; change control etc.

- Requirements gathering and traceability; for which I implemented multiple processes including the use of Minor Development Documents (MDDs), which provide clear requirements to developers as well as acceptance criteria for testing.
- Prioritization of artefacts based on regulatory feedback, business requirements, budget and staff resources.
- Production of Management Information (MI) for distribution to Senior Management and other stakeholders.
- Acting as the central point of contact for Production Support Teams, Oversight Office, Compliance, Internal Audit, Regulatory Control, Technology and others.
- Chairing of Change Control Board (CCB) meetings.

Employer: **Citi**   **Job title: Assistant Vice President in Change Management**
From: **November 2017**   **To:**   **December 2019**
Project: Quality Assurance process for Transaction Reporting across all reportable products: Equities; Fixed Income; ETD and OTC (including FX underliers). Milestones I delivered include:
- A Business Requirements Document (BRD) which includes functional requirements and ratings against each to help Technology stakeholders develop a Functional Requirement Document (FRD).
- Creation of a roadmap with associated corrective action plans to ensure delivery of key milestones.
- A robust controls framework which minimizes the impact of human error.
- A scalable solution which can be adapted to reflect changes to the Regulation or the Business.
- A full understanding of the Firm's trade lifecycles and product flows.
- Analysis of resourcing (personnel and financial), assisting to determine work breakdown structure and critical path.
- A RAID Matrix to ensure effective communication with relevant stakeholders including the Client and Senior Management.
- Creation of test scenarios which would be used during UAT, including setting of priorities using my knowledge and experience to assess risk.

Other Work Experience:

Employer:	Job Title:	From:	To:
Citi	Reconciliations Analyst	June 2014	October 2017
Citi	Operations Support Representative 5	October 2010	June 2014
Bank of Ireland	Banking Assistant	February 2007	October 2010

Further Education:

- HNC in Software Development
- Java Programming Masterclass
- PRINCE2 Foundation
- Level 2 Award in Introduction to Counseling Skills
- Currently studying a software development course with modules on front and back-end. Completed modules: HTML, CSS, Python and Javascript.

Hard Skills:	**Soft Skills:**
Business Analysis	Decision Making
Change Management	Delivering Results
Control Frameworks	Verbal Communication
Project Management	Growth Mindset
People Management	Listening
Technical Writing	Meeting Management
Regulatory Reporting	Time Management