

Consultant Consultant New York, NY IT FINANCIAL EXPERIENCE Project Manager for Financial application systems; managed core platform and data conversions. Collaborated with end users to assist and identify needs; Gather user requirements Designed new business solutions. Mentored user groups. Analyzed data and workflows to recommend changes in IT Operations and Business areas. Trouble-shooter for data traffic from card processors; Worked closely with card networks such as VISA. Ensured production of reports for BSA and NCUA audits; Managed record retention. Partnered with user groups to produce required Tax Reporting. Worked closely with executive management. PART-TIME & PRIVATE PRACTICE Partnered with startup companies to assist with marketing, project management, sales, and client facing Used Oracle Meraki platform to manage devices and apps for customer base. Assist non-profits with application considerations and user experience. Partner with graduate students in analyzing data using Tableau. Work as a seasonal tax examiner at night for The Department of Treasury. GINA R.

ROSSER-BURNETT

ginarburnett@gmail.com

| 914.924.0554

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<http://www.linkedin.com/in/ginaburnett> Work Experience Consultant PART-TIME & PRIVATE PRACTICE 2012 to Present Assist businesses manage office tablet devices remotely using Oracle Meraki Partnered with non-profit to assist with a 3-year strategic plan; helped with marketing plans; analyzing training platform and working with team members on piloting system. Serve as Project Manager for events Worked with online startup company ORDERLESS.COM, a Nassau County based restaurant order platform; functioned as customer service representative; helped with marketing using social media, emailing, cold calling, and visiting potential clients. Stay abreast of current technology trends with a focus on big data and analytics platforms such as Tableau & Splunk. IT Manager/Executive Team Leader/ Project Leader USALLIANCE FEDERAL CREDIT UNION - New York, NY 1991 to 2012 Rye, New York 1991-2012 Member-owned financial cooperative with 10+ locations across Massachusetts, New York, and New Jersey. IT Manager/Executive Team Leader/ Project Leader Managed IT Staff - Developers, computer operators, and record retention staff Responsible for application change management, new development, and regulatory maintenance of system applications. Managed 15 in-house staff and

five off-site consultants. Managed vendor relationships and negotiated contracts/proposals. Reduced operating cost by \$250K. Developed and managed department budget of \$1.5M.

Executive Team Leader - Member of Executive Team in leading oversight of corporate projects; assisted in business evaluations; acquisition of resources. Reported directly to CEO; Kept Executive staff abreast of project statuses; held Executive meetings; Consulted on business strategies; Participated in the core vendor selection process; Wrote and reviewed RFP's; Managed vendor communications and contracts.

Project Leader - Managed large-scale IT projects and mentored business units on projects; Functioned as Internal Project Manager for a \$6M core system conversion; Managed large vendors, reviewed and negotiated contracts; Served as subject matter expert in business systems, operational processes, system integration, and implementations; Directed and oversaw project scope, schedule, risk, stakeholders, monitoring, and implementation.

Project Manager & Application Development Lead | Consultant Directed all facets of project planning and management; including requirements gathering and analysis, solution design, specification development, testing/QA, change and release management, deployment, and support.

Interfaced with cross-functional business stakeholders to identify needs and validate solution strategies. Trained and coached developers in the maintenance of financial systems such as brokerage and tax reporting. Oversaw application system changes to ensure compliance with federal requirements. Initiated and launched Quality Assurance Department for increased testing rigor, driving quality excellence in all system and application development company-wide.

Sustained maintenance system for the Credit Union's CUSO, Affina brokerage services. - Provided tax reporting guidance to brokerage unit; ensured correct 1099 reporting to the IRS and Credit Union members. - Managed brokerage data; Leveraged against core financial system that included stock secured loans and total net asset value processing for financial products. Managed Home Banking System project with Multi-Factor sign-on requirement; coupled with Single Sign-On (SSO) for Web-based bill pay capabilities. - Served as project manager and systems manager for ongoing system maintenance and enhancements. - Led development of multi-factor authentication to meet FFIEC security standards. Assisted and led Software System Implementations. - Guided

developers, business units, and all stakeholders in implementing a new General Ledger System; integrating it with the Credit Union's core and ancillary systems. - Led redevelopment and implementation of the tax reporting system. - Directed software developers and guided IT staff through many financial application implementations and modified work processes. Managed conversion of data from newly acquired Credit Unions. - Worked with core vendors to analyze delivered data from acquired financial institution. - Assisted business units in the mapping of data and system parameter setting. - Wrote software specifications for developers and operational procedures for IT Operations. - Oversaw the implementation of data migration into core and ancillary systems. - Worked with Human Resources to convert employee data and system security privileges. ginarburnett@gmail.com | 914.924.0554 | <http://www.linkedin.com/in/ginaburnett>

PART-TIME & PRIVATE PRACTICE Education Master of Library Information Systems in Library Information Systems San Jose State University Master of Science in Internet Business Management Mercy College - Dobbs Ferry, NY Bachelor of Science in Management Information Systems York College - New York, NY Associate of Applied Science (AAS) in MIS LaGuardia Community College - Long Island, NY Skills CREDIT (10+ years), ORACLE (5 years), ACI (5 years), CREDIT REPORTING (10+ years), DATA CONVERSION (10+ years) Links <http://www.linkedin.com/in/ginaburnett> Additional Information CORE COMPETENCIES Leadership

Project Management IT Management Strategic Planning Business Analyst Vendor Management Process Improvement Strong Communication Skills Data Management Software Management Implementations Management Solution Oriented TECHNICAL SKILLS Platforms: Microsoft Windows, Linux, Mac OS, IBM 9221 & Z890, ACI - OpeN/2, FISERV DNA 3.3 Languages: Visual Basic, SQL, HTML, SQR, JAVA, Python Tools: Oracle, MS Project, SharePoint, MS Office, Tableau, Lotus Notes, SQL Developer, Hootsuite, WordPress Solutions: Card Traffic, Data Conversion, Mobile Banking, Tax Reporting, Credit Reporting, Customer Statements, Device Tracking

Name: Jennifer Martin

Email: woconnor@example.com

Phone: 427-701-6972x60726