Kelly Richardson

**Summary:**

* Over **8 years** in the US as **Technical Project Manager (Scrum/Kanban) & BI and Business Systems Analyst** in Financial Technologies at Merrill Lynch (Mutual Funds), Bank of America (Wealth Management), Deutsche Bank (Asset Management/Capital Markets) and HSBC (AML-KYC and Corporate Finance) and eCommerce
* Substantial experience in End to End delivery across entire SDLC in diverse methodologies as **Scrum Master** (Scrum, Kanban & BDD) using JIRA, Rally, MS Project, JAMA and Confluence in UI/Database/Data Warehouse, Business Intelligence and Data Reconciliation projects.
* **Certified Scrum Master** – Conducting scrum ceremonies (Backlog grooming, Sprint planning, Daily stand-ups, Sprint Demos/Reviews and Retrospectives) for cross functional Teams.
* 1.5 years’ Experience as an Agile Coach – Trained and Integrated agile teams in the Scrum/Kanban principles and tools (JIRA/Rally) across North America EU and India with a focus on delivery and quality.
* Extensive experience on Infrastructure Projects for, RHEL and Oracle upgradation for Data Warehouse Informatica, Eagle Linux with Dev, DBA, Engineering, Deployment and Release Management.
* Hands-on experience as Business Systems Analyst in Technology Analysis, Design and development for UI (Distributed and mainframe), Database, Hubs and BI reporting systems.
* Well versed in handling Multiyear, Multi Release Projects, Budget and Forecasts engaging Diverse Teams for High value Organizational, Regulatory and Self Audited Project Governance.
* Good understanding of Asset Management, Wealth Management Platform, Client Data Governance, Risk mitigation processes, and BI Data Analysis.
* Knowledge of **AML Risk Application** Portfolio management for financial services Industry.
* Adept at guiding cross functional teams at resolving impediments through Issues Resolution workshops and Escalation through stakeholder channels as and when required.
* Enacted change and **continuous improvement** methodologies increasing the productivity of Scrum teams, the overall velocity and quality of deliverables.
* Empowered teams to self-organize and adopt cross-functionality (based on Servant-Leadership)
* High communicative proficiency with interactive Excel Dash boarding and PowerPoint artifacts.
* Facilitated Hands-on User Story Workshops leveraging experience as a Business Analyst.
* Hands-on experience of Use Case analysis for **HLD/LLD** and **Visio** based Swim lanes.
* Extensive knowledge setting up Change control processes and Data Governance Approval workflows with **Collibra.**
* Maintain project documentation on Confluence, SharePoint and Testing Progress on HP ALM with JIRA.
* Resourceful in **Data analysis, Integration and ETL Data Load processes** translating data geographies.
* Resourceful on UI/UX User Centric Design methods with UAT & Usability test planning.
* Multiple career roles including Lead Analyst in Financial, Telco, eCom, Portal development.
* Advanced Toastmasters Certified- Speaker and leadership officer.

**Technical Skills:**

**Business Domain:** Financial (Asset Management , Wealth Management)TelCo, eCommerce

Regulatory Audit, Wealth Mgmt, AML-KYC,)Web Portal development, Infrastructure

**Project Management**

**Methodologies :** PMBOK, Agile Scrum, Kanban (CSM), TDD, BDD.

**Tools :** JIRA, JAMA, Confluence, CA Rally, MS Project 2013, SharePoint, Visio,

AML Quality Center, MS Word, Excel with Macro,PowerPoint

**Analysis :** Excel with Macros, Beyond Compare, MS SQL, Oracle SQL Developer.

**Languages :** Python, C++.R, Node.JS, HTML5, CSS, SQL, JSON,XML, .Net, Core Java,

**Data Warehouse Tools :** Informatica, Eagle,Oracle, MS SQL Server, Access,.

**IDE /UI/UX :** Eclipse, Xcode, Visual Studio Dreamweaver, Flash, Photoshop, Fireworks.

**Education:**

* Certification from Computer Sciences Dept. GIS, Jadavpur University (India)
* Bachelor’s Degree Calcutta University, India.
* Certified Scrum master - Scrum Alliance and Member Project Management Institute.
* Workshops (Computer Science Corp.): Agile, Six Sigma, Conflict Resolution, Meeting Facilitation, Software Quality Testing and UML Course- STQC IT-Govt. India
* Working on Tableau and Qlik Certifications
* Advanced Communicator Award for Presentation Skills (Merrill Lynch Toastmasters)
* Preparing for PMP Certification

**Experience:**

**NYC-ACS Office of Information Technology, NYC, NY April 2019- Present**

**Agile Technology Project Manager**

**Project 1: Site Inspection Tool [New Development: Project in Microsoft Dynamics]**

**ACS- DYFJ requested OIT to implement Site Inspection Tool which will perform a structured monthly inspection of all sites using web-based form along with approval process flow and generate different statistics based on the site inspection.**

**The CRMS based Microsoft Dynamics Application is designed to help DYFJ perform a scheduled monthly/quarterly inspection of all the sites/agencies across New York City to ensure the city’s secure and non-secure juvenile detention services.**

**Project 2: Case Assignment System [Enhancement: Project in Java and Oracle]**

**ACS- OIT to make enhancements sought by the DCP workers after working with the newly released CAS system for at least 90 days in the production replacing old ACRS plus system.**

* **Project Kick off done with Technology team and Business Users.**
* **Build Epics, Features, Stories and Sub Tasks with Scrum Team based on discussions with PMO and Dev Managers.**
* **Prepare Project Plan with proposed Timelines and milestones.**
* **Set up Sprints, Sprint Planning Sessions, Backlog Refinement and Prioritization sessions.**
* **Conduct User story workshops and Estimation sessions with Team to update Project Plan and Product Backlog with Story points.**
* **Manage Schedule and allocated Tasks for Developers and QA through Daily Scrums.**
* **Organize Sprint Demos and UAT (Show & tell with Users post QA completion)**
* **Solicit and Track Feedback from users , monitor Defects and Enhancement requests.**

**Communicate with Commissioner’s office by updating Project Center ( PMO Project Status, Sprint Schedule,  Governance )**

* **Communicate with Scrum team to monitor Progress with Sprint Tasks, Release tracking and mitigate Impediments.**
* **Prepare Iterative Release with Continuous Integration.**
* **Get sign offs from Product Owner and other stakeholders to close project.**

**Worked with OIT and IM to update ECM changes for Provider Accountability Contracts and Policies for Business.**

* **Define current processes  and Create Target functional structure for Content Servers**
* **Map existing shared folders  to target functional structures.**
* **Apply record series subject structures with classification**
* **Identify metadata and add to Mapping.**
* **Identify role based access control and  add to classification model**
* **Collect baseline data and conduct training and classifications.**
* **Migrate business area shared documents.**

**DWS, Deutsche (Bank) Asset Management, Oct. 17 to Mar. 19**

**60, Wall Street, NYC**

**(Agile Scrum Master Technical Project Manager)**

**Project 1- Eagle Data Warehouse Upgrade from 2015 to version 2017**

**Project 2-** Data Integration (**Oracle Eagle data Mart to Hadoop**)

* **Work with Senior Management on Goals, Project Planning and Risks.**
* **Conduct Daily Scrum, Backlog Grooming sessions, Sprint Planning, Review, and Retrospection.**
* **Coach agile teams in Agile Principles and Scrum Methods.**
* **Integrate Scrum /Kanban and BDD methodologies within Asset management Teams across geographies.**
* **Demonstrate and establish standards across the Team on Sprint and Backlog management. Establish standards for defining features/Epics, Stories and subtasks, estimating dev time and assessing velocity.**
* **Provide training to employees on the agile process**
* **Demonstrate JIRA admin and user features and integrate with HP ALM /JAMA for Governance and Requirements.**
* **Establish expectations for Product/ Sprint demos and maintain Acceptance criteria for PO and downstream stakeholders.**
* **Monitor Product Backlog, Burn charts, Velocity reports, to coordinate with Leadership and PO.**
* **Elicit Requirements from Product Owners and Stakeholders across multiple workstreams**
* **Monitor and Maintain Requirements on JAMA, Epics on JIRA, Test/Risk Plans on Confluence.**
* **Develop and Review Baseline Project plan, Backlogs, Burndown charts, MVPs and Run books.**
* **Operations Analysis on Portfolio performance Reporting on Securities and Transactions with Eagle**
* **Coordinate Oracle Eagle Data Mart and Hadoop Pentaho and Sqoop Technical performance**
* **Coordinate Data Reconciliation from multiple sources through the PACE warehouse to down streams.**
* **Manage Vendor Communication, Project Timelines, Governance, SLA contracts and Track E2E Delivery**
* **Resource Planning, Budgeting and Management of Requirements. Backlogs and JIRA Administration**
* **Manage and Maintain Collibra Data Governance Warehouse to align Logical and Physical Model.**
* **Allocate Sprint tasks to Analysts, Architects, Dev and Test Mangers, and Review with Product Owners**
* **Coordinate Code Reviews, Quality Control Strategies (BDD Automation) and Release Management, Sanity, Functional, Regression and Performance testing and Database Tuning before Release.**

**Merrill Lynch, Bank of America, Hopewell, NJ** **Jan. 16 to Sept. 17**

**(IT Project Manager-Systems Analyst)**

**Client & Account Hub and BI Data Warehouse)**

**Project 1-** Build Client Activity Tracking Data Warehouse with One **Hadoop and Tableau UI reporting**.

* To address Regulatory risks State Laws for Reporting Client Activity across Workstreams

**Project 2 -** Building a repository for Financial Advisor State Registration.

* To address Regulatory risks State laws for FA Registration for Clients across States.

**Project 3 -** Transition Legacy Account traits to the Merrill lynch one platform.

* Identify Account Types on SOR and their Rules maintained on Client data Hub.
* Conduct **User Story Workshops** and Facilitate multiple cross platform Scrum ceremonies on **JIRA** (Backlog grooming, Sprint planning, Daily stand-ups, Sprint Review and Retrospectives**)**
* Engage Product owners, Scrum Team for Data Governance to **Refine Product Backlog, prioritize Stories and estimate Story points and User acceptance criteria and MVP**.
* Work with Architecture and Dev teams on Systems interface Documents and **set ETL and BI Analytics** requirements and schedules for Hadoop and Oracle DWH teams.
* Work with UI teams for Design Specification, sources, and UX/wireframe standards.
* Conduct Continuous integration Planning with Dev and Testing teams
* Maintain Project Plan, Develop and track Detailed Task Lists for Deployment in Production.
* Create new Services and orchestration required to associate Client and Account data linkages.
* Create new Data linkages across Teams and vendors for Client communication
* Engage with Business and **Client Data Governance** Teams to Initiate project and establish Project Goals, Project Milestones and Release targets Architecture and Database Teams with Business for Requirements Analysis workshops.
* Engage Architecture and over 20 Diverse Cross Functional Data Source Teams for **BRD Reviews**/ User Story workshops develop Project plans, Communication plans, Risk Plans, engage **SIT, UAT and Performance Test** and teams and Track signoffs, at each stage.
* Conduct Estimate sessions with Dev teams- present to Business and Tech leadership for Review and approval.