

Leslie Vicente

New York, NY | 510.589.3907 | lvicentesoto2@gmail.com | www.linkedin.com/in/vicenteleslie/

WORK EXPERIENCE

MUFG / US Bank

Remote

Program Coordinator

May 2021 - Present

- Supervised a portfolio of 15 projects through a company-wide regulatory remediation initiative, providing leadership, time management, and budget management, that resulted in a 100% success rate of project completion on time and on budget.
- Collaborated with regulators and project stakeholders to anticipate potential issues before they escalated, resulting in a 10% decrease in project delays and ensuring timely delivery of critical projects.
- Implemented new quality control measures for regular reporting materials, which led to an average turnaround time improvement of 30%.
- Compiled 5+ monthly performance reports highlighting key success metrics in preparation for regular program evaluation from the Federal Reserve Board.
- Utilized project management methodologies to monitor and track progress to identify areas for improvement, leading to a 20% increase in overall project efficiency.
- Led discussions with cross-functional teams to develop agile and waterfall style action plans for addressing potential challenges in compliance as per OCC mandates, resulting in a 75% reduction in identified risks and issues.
- Implemented innovative project management tools, such as Microsoft Project, Power BI, and Power Automate to monitor and analyze trends across 10+ projects to aid in monitoring and reporting project status.

FDM Group

New York, NY

IT Consultant

Jun 2018 - Nov 2020

- Completed intensive software developer training, covering 8+ Java core fundamental tools and 5+ topics on web applications, then placed as a consultant at an investment bank.
- Developed, maintained, and optimized code for internal banking systems using in house tools, SQL and Java.
- Managed bank initiative for security risk assessments on 40+ applications, identifying and resolving vulnerabilities in 95% of cases, resulting in a decrease in potential security breaches and clear IT project governance.
- Executed 4 projects, ensuring effective communication, overseeing budget, information transparency and resource allocations, resulting in 100% project completion on time and within budget.

EDUCATION

Smith College

Northampton, MA

B.A. Sociology

SKILLS & CERTIFICATIONS

Skills: Microsoft Project, Power BI, Tableau, Jira, SQL, Agile & Waterfall Methodology, Software Development Life Cycle (SDLC)

Certifications: Project Management Institute (PMI) - Certified Associate in Project Management (CAPM)