MICHAEL RICE

Professional Summary

**Financial and IT professional with over 20 years of experience, focused mainly on Project/Program Management, Analysis and Support**

Profile

* **General Experience**
  + **Project/Program Management and Support – 20+ yrs.**
  + **Business Analysis (BRD) & Metrics/Data Analysis – 20+ yrs.**
  + **Account Reconciliation & Financial Balancing (AR& FB) – 20+ yrs.**
  + **Use Case Design, Statements of Scope, Requirements Modeling – 15+ yrs.**
  + **Identity & Access Management – 5+ yrs.**
  + **Marketing Support – 5+ yrs.**
  + **Clarity (CA PPM) – 15+ yrs.**
  + **Financial tracking/reporting of multi-million-dollar projects – 15+ yrs.**
* Involved in project life-cycle, scoping, documentation, definition & analysis of functional problems, gathering of requirements, cost & deliverable outlines, logical & physical design reviews, wire-framing & GUI development, change/issue/release management & coordination, capacity management, PVT (Production Verification Testing), implementations, Leading UAT (User Acceptance Testing), serving as SME (Subject Matter Expert), Training & Support, working with technical teams

        Familiar with BRD (Business Requirements Documentation), JAD (Joint Application Development) sessions, ETL (Extract, Transform, Load), ITIL, PMP, SDLC (Systems Development Life Cycle – both Agile & Waterfall) methodologies, PMLC (Project Management Lifecycle)

* Extensive Contract / RFP (Request for Proposal) / SLA (Service Level Agreement) / SOW (Statement of Work) experience in varying industries; such as financial, retail, property management, health care and insurance

        Agent for Vendor & Service/Supply Chain Management, in-sourcing, off-shore coordination, evaluating and obtaining services & supplies in support of Information Technology and licensed products

* Software/Asset Management audits, tracking & deployment; including review of licensing, requirements, securing and tracking of compliant software on both Servers & Workstations
* Experienced in Infrastructure/Delivery management project reporting, including distributed server environments, web-hosting services, desktop, and projects involving 3rd party managed delivery services
* Performed Data Analysis & Validations associated with requirements analysis, including but not limited to datamapping, data modeling, development of data usage tables, entity relationship diagrams MDM (Master Data Management) & Quality Assurance testing, Test Case scenarios and HP-Quality Center Dashboard Reporting
* Very knowledgeable in MS Office tools, particularly in MS Access, Excel, MS Project & Visio, solid understanding of relational database design, data normalization, data source linking/updating, queries & reporting, links to LAN/WAN data sources via ODBC and more
* Successfully demonstrated expertise in development of Reporting Matrices including: scheduling, milestones, weekly production/status reports, metrics reporting, cost/budget reports, vendor invoices, tracking tools, reconciliation/exception/validation, **look-up/pivot tables**, charts/graphs, macros, functionality including drop-down selections and "button" (macro-based) activations

Professional Experience

**Western Union, Virtual November 2021 – March 2022**

**Sr. Project Manager** – Accounting & Finance **(Contract)**

– **Finance & Accounting Separation (data migration) and Fixed Asset Transfers**

* **Managed high priority data migration project;** facilitated weekly managerial status reporting sessions and worked with management team & leads to ensure the Oracle separation efforts (incl. various modules) were being successfully built and rolled out; this project required considerable contracted off-shore resources, coordination and high levels of functional integration.
* **Created** & **maintained Project/Program status and metrics reports;** continued weekly validation/progress of Excel based Project Plan via WBS tracking/reporting of Activity/Milestone status, incl. Excel based matrices with lookup/pivot tables & charts/graphs for metrics (GANTT) reporting.

**HSBC Bank, Virtual March 2021 – October 2021**

**Project Manager** – Risk Data Aggregation and Reporting (RDAR) **(Contract)**

– **US Data Management Remediation Program (**US Data Management Operations Project**)**

One of the largest global projects related to the financial arena, answering to Options Clearing Corporation (OCC)

* **Managed high priority data & reporting project** impacting twelve+ businesses or functions, requiring considerable resources and high levels of functional integration; facilitated weekly work-group sessions; incl. discovery review, process mapping & reporting.
* **Created** & **maintained Project/Program status and metrics reports,** organization/administration of project repository of documents and Risk/Action/Issue/Decision (RAID) logs; incl. RACI, ToR, Charter, Project Strawman.
* **Project Review** & **Reconciliation** – Dashboard reporting based on CA Clarity (and Excel sidebook) WBS tracking/reporting of forecasting/actuals, capitalization/expenses, resource tracking (allocations/actuals vs. placeholders), and continued validation of weekly Project progress. Excel based matrices with lookup/pivot tables & charts/graphs for metrics reporting.
* **Program value:** 100MM plus

**(Vacation due to Covid Pandemic) March 2020 – February 2021**

**M&T Bank, Buffalo, NY April 2018 – February 2020**

**Project Manager** – Commercial PMO **(Contract)**

– **Real Time Payments Program (Receive & Send** Network Integrations **Project)**

* **Managed high priority infrastructure projects** impacting three or more businesses or functions, requiring considerable resources and high levels of functional integration; incl. all aspects from Initiation to Closure. Managed daily manager standups & daily technology scrum working sessions with Dev/QA Teams. Extracted TFS based work to help determine project/resource capacity and backlog refinement status. Facilitated/coordinated Cybersecurity Controls evidence/artifacts submissions.
* **Created** & **maintained Project/Program status and metrics reports,** organization/administration of project repository of documents and Risk/Action/Issue/Decision (RAID) logs via SharePoint; incl. RACI, Charter, Strawman, MS Project & Excel based WBS, Budget reporting, Deliverables & Progress.
* **Program Review** & **Reconciliation** – Dashboard reporting based on Clarity (CA PPM) tracking/reporting of forecasting/actuals, capitalization/expense management, resource tracking (allocations/actuals/vs placeholders), continued validation of weekly Program/Project progress reporting/review via Excel based matrices and associated Excel extraction links to SharePoint lists with lookup/pivot tables & charts/graphs for metrics reporting. Facilitated Infrastructure process mapping/integration, Delivery, Disaster Recovery, Firewall & Router status reviews & reporting.
* **Program value:** 10MM plus

**(6 Months Vacation) August 2017 – February 2018**

**Bank of Montreal (BMO) Financial Group, Toronto, ON December 2016 – July 2017**

**Program Governance Manager / Reporting Governance Analyst** – Finance PMO **(Contract)**

– **General Ledger Integration Program** – Project Governance, Analysis and Metrics & Vendor Management

* **Created** & **maintained Program status and metrics reports,** project plans & schedules (MS Project based WBS), SharePoint 365 administration and SharePoint based Risk/Action/Issue/Decision (RAID) lists. Reporting of budgets & deliverables, and reporting on progress as compared to plan/delivery requirements.
* **Program Review** & **Reconciliation** – Clarity Dashboard reporting based on forecasting/actuals, capitalization / expense management, trending analysis and Resource tracking (allocations / actuals /vs placeholders). Validation of weekly Program progress via Excel extraction links to SharePoint lists using lookup / pivot tables & charts / graphs for metrics reporting and trending review. Validations through enhanced guidelines; including Governance and Control process. MDM (Master Data Management) including: field mapping matrices, validations, definitions / domains and metadata review.
* **Project value:** 15MM plus

**Bank of Montreal (BMO) Financial Group, Toronto, ON April 2016 – December 2016**

**Project Governance Manager / Reporting Governance Analyst** – Finance & Risk PMO **(Contract)**

– **IFRS 9** (International Financial Reporting Standard) Project Governance Metrics & Vendor/Delivery Management

* **Created** & **maintained**, MS Project based WBS, Risk/Action/Issue/Decision (RAID) logs, Dashboard reporting of budgets & deliverables and reporting on progress as compared to plan/delivery requirements, Operations & Steering Committee Presentations (PowerPoint Decks) and SharePoint administration.
* **Project Review** & **Reconciliation** – Vendor invoicing approvals & rejections, financials/budget reconciliations via Clarity Dashboard reporting of forecasting/actuals, capitalization/expense management, trending analysis and Resource tracking (allocations/actuals/vs placeholders)

**Trinity Health (HMO), Detroit, MI August 2015 – November 2015**

**Project Manager** – ERP – Financial Planning, Budgeting & Capital Planning **(Contract)**

– **Web-Based Application Upgrade** (Employee Time Card)

**Bank of Montreal (BMO) Financial Group, Toronto, ON April 2014 – April 2015**

**Portfolio Governance Analyst** (PMO) Corporate Payment & Commercial Segment Canada **(Contract)**

– **Portfolio Review, Governance & Analysis** for TPS (Treasury & Payment Solutions)

**TD Bank Group, Toronto, ON July 2013 – January 2014**

**Program Analytics Manager** – Finance PMO – Project Governance, Analysis and Metrics **(Contract)**

– **General Ledger Integration Program** – Accounts Payable & Fixed Assets / CAD GL / US GL

**HSBC (Hong Kong and Shanghai Banking Corporation), Buffalo, NY September 2012 – April 2013**

**Project Manager** – NA Change Delivery – Wealth & Insurance | HSBC Technology & Services **(Contract)**

– **Global Web-Service** for **Client Relationship Management** & **Wealth Dashboard** (Staff & Client Facing)

**First Niagara (FNFG), Buffalo, NY March 2012 – September 2012**

**Project Vendor/Supplier Manager** – (DSS) Digital Strategy Solutions **(Contract)**

– **Vendor/Supplier Management** for **Digital Solutions, Web Rebranding/Redesign**

**Bank of Nova Scotia - Scotiabank, Toronto, ON September 2011 – December 2011**

**Sr. Reporting Consultant / Business Analyst** – (HRTS) Human Resources Technology Services **(Contract)**

– **Global Web-Service Reporting**

**Loblaw via IBM, Toronto, ON January 2011 – September 2011**

**Program Delivery Analyst** – (IPDS)Infrastructure Production Delivery & Support Services **(Contract)**

– **Infrastructure/Delivery Program-Level Reporting** (SQL/Unix/Wintel & Support) and **financial forecasting/review**

**TD Financial Group, Toronto, ON August 2010 – December 2010**

**Project Governance Manager** – iMobile Project, TDCT Technology Solutions **(Contract)**

– **Global Web-Service** (Retail Mortgage) & **Digital Solutions Redevelopment**

**Citicorp – Global Banking, New York, NY March 2010 – August 2010**

**Project Vendor/Delivery Manager** – (DSS) Digital Strategy Solutions **(Contract)**

– **Vendor Management** & **Digital Solutions, Web Service Redesign**

**Pfizer, New York, NY**   **December 2009 – January 2010**

**Global Service Catalog Administrator / Database Support / Program Analyst (Contract)**

– **Global Web-Service Reporting** – (EBP&O) Engagement, Business Planning & Operations / Procurement

**Phoenix Constructors, New York, NY October 2008 – October 2009**

**Project Manager** – World Trade Center Transportation Hub Redevelopment **(Contract)**

– **Application Development** –Time & Material and Equipment Billing Management

**Polo Ralph Lauren, Inc., Meadowlands NJ Office April 2008 – August 2008**

**Benefits Project Manager** – (HRIS) Executive Benefits/Total Rewards (Wealth Portfolio Reporting) **(Contract)**

**Pfizer, Inc., New York, NY November 2007 – December 2007**

**Project Analyst / Reporting Analyst** – Global Sourcing – Office of Vice President **(Contract)**

**MarkDavid & Co. Real Estate, New York, NY September 2007**

**Project Analyst** – Technology Risk Assessment – Infrastructure & Application Development **(Contract)**

**JPMorgan Chase & Co., New York, NY August 2007 – November 2007**

**Project Manager** – (Pricing Group) Operations – T&SS: Treasuries & Securities Services **(Contract)**

**Bank of America & HSBC, New York, NY April 2007 – May 2008**

**Graphics Analyst** – Graphic Department **(Contract)**

**MasterCard, New York, NY October 2006 – April 2007**

**Marketing / Data / Metrics Analyst** – Markets, Merchants, & Data Warehousing Group **(Contract)**

**Managed Health System, New York, NY March 2004 – March 2005**

**Founding Member and CEO** – Venture Start-Up – USD $8.6MM **(Start-Up)**

– **Medical Billing & Tracking** (HMO/Practitioner/Medical Facility)

**Corcoran Group Real Estate, New York, NY May 2002 – October 2006**

**Project Analyst / Business Analyst / Project Manager** – Special Projects **(Contract)**

**AT&T – Telecommunications, Edison, NJ March 2002 – May 2002**

**Project Manager / Metrics Analyst** – N.A. Wide Asset Deployment Management & Lease Admin **(Contract)**

**Corcoran Group Real Estate, New York, NY February 2002 – March 2002**

**Project Manager** – Healthcare Properties - Application Improvement **(Contract)**

**Application Redevelopment**

**Workspeed, Inc. –** Application Service Provider (ASP), **New York, NY August 2000 – June 2001**

**Project Manager** – (PSO) Product Support Office – Building Management Services **(Full-Time)**

**Trade.com –** eCommerce Service Provider (ASP), **New York, NY June 2000 – August 2000**

**Business Analyst / Metrics Analyst** – (PMO) Project Management Office **(Contract)**

**Corcoran Group Real Estate, New York, NY May 2000 – June 2000**

**Project Manager** – Healthcare Properties - Application Redevelopment **(Contract)**

**Marsh & McLennan – Corporate Insurance Group, New York, NY October 1999 – April 2000**

**Project Manager** – (PMO) Project Management Office **(Contract)**

**Financial Acctg & Mgmt., Inc. / AMIC Research, Inc., Jersey City, NJ March 1999 – September 1999**

**Project Manager** – (PMO) Project Management Office **(Contract)**

**Menorah Home and Hospital, Brooklyn, NY October 1998 – March 1999**

**Clinical Informatics Manager** – (PMO) Project Management Office **(Contract)**

**Citicorp, New York, NY March 1998 – October 1998**

**Project Analyst / Metrics Analyst – Global Banking** (Y2K – "Year 2000" Project) **(Contract)**

**Deutsche Bank, New York, NY June 1997 – March 1998**

**Securities Administrator** – GMM Group (Global Margin Management Group) **(Full-Time)**

**Alex. Brown & Sons – Private Banking, New York, NY April 1997 – June 1997**

**Securities Administrator / Market Research Assistant** – Fund Marketing **(Contract)**

**Daiwa International, New York, NY March 1996 – April 1997**

**Project Analyst / Market Analyst** – Fund Marketing **(Contract)**

**AmeriChoice (HMO), New York, NY/Newark, NJ October 1995 – March 1996**

**Project Analyst / Data / Metrics Analyst** – HMO Provider Data Informatics / Provider Relations **(Contract)**

Education And Professional Development

##### CALC/Canterbury (New York – NY) Basic/Intermediate & Advanced MS Access July 1997

**Humber College (Toronto – Canada)** Architectural Technician Diploma **April 1988**

Technology Experience

**Applications:** **MS Access (Incl. Access VBA, SQL & ODBC)**, **Clarity/Workbench/Spotfire**, **MS Excel (incl. VBA macros & Lookup/Pivot tables)**, FoxPro, Harvard Graphics, Inc., InfoPath, Lawson (Vendor invoicing), Lotus 1-2-3 & Lotus v9.x, Lotus Approach, **Lotus Notes**, **Monarch** (text to column conversion utility), MS Lync, **MS Outlook**, Paradox, **MS PowerPoint**, Primavera, Remedy, **MS Project**, **Share Point (Administration)**, TFS, WebEx, **MS Word**, **Visio**

References

To be furnished, after interview has been granted.