**Grady Sarratt**

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**PROFESSIONAL SUMMARY**

* Business Analyst with over **7 years** of experience in the **Finance** domain with focus on **Investment Banking** and **Capital Markets** (**Equities, Fixed Income,** and **Derivatives)** with comprehensive knowledge of software development life cycle (SDLC), **Agile-Scrum**, and **Rational Unified Process (RUP)** methodology.
* Extensive experience in analyzing and documenting business requirements and functional/non-functional specifications **(BRD/FRS/FRD)**
* Excellent in performing **GAP Analysis** to check the compatibility of the existing **AS-IS** system infrastructure with the new **TO-BE** business requirements.
* Proficient in understanding **Business Processes** such as **Automation, Improvement, and Reengineering**
* Adept at translating business requirements into business models using **Unified-Modeling Language (UML)** including **Use Case Diagram, Sequence Diagram, State Chart Diagram, Activity Diagram**, etc.
* Proficient in creating **screen mock-ups**, **wire frames**, and **user interface documents**.
* Experience in tracking and managing requirements through **Requirements Traceability Matrix (RTM)**
* Experience in using **Defect Tracking Tools** to address bugs/issues and interacting with development team to fix errors.
* Strong experience in writing **Test Plans** and **Test Cases** for **User Acceptance Testing (UAT)**, conducting **Smoke Test,**and **Post Production Validation (PPV)**
* Actively participated in **Change Management** by performing **Impact Analysis**, maintaining **Change Log** and working closely with the **Change Control Board (CCB)**
* Good understanding of **SQL and XML** to retrieve data from the database
* Experience on **CCAR, Basel II, Basel III, Dodd-Frank** Regulatory Reporting **FR Y-14A/Q** Monthly, Quarterly, Annual, **FRY9-C**, **DFA 165**, **DFA 165E** and others required for banks for compliance reporting to various regulatory agencies.
* Expertise in creating and updating **CCAR, BASEL, DODD FRANK** presentations to various board management and regulatory bodies.

**TECHNICAL SKILLS**

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| **Requirement Management Tools** | Sybase Power Designer, Rational Rose |
| **Requirement Modeling Tools** | Power Designer, MS Visio |
| **User Interface Design Tools** | Snagit, Smart Draw, Just In Mind, |
| **Database Tools** | Oracle, SQL server, MS Access |
| **Operating Systems** | Windows 8/7/XP/Vista/2003, Mac OS |
| **Defect Tracking Tools** | Silk Central, Jira, Quality Central |

**JPMorgan Chase, New York, NY Jan 2017 – Present**

**Business Analyst**

**Project: IHC CCAR Data Lineage**

The project is to provide Data Lineage for US Equity Derivatives IT team in coordination with the RFDAR team (Risk and Finance Data, Analytics and Reporting) from source as well as consumer and document consumer lineage for FR Y-9C Schedule HC-R: Regulatory Capital and FR Y-9C Schedule HC-D: Trading Assets and Liabilities. The purpose is to ensure JPMC compliance with FRBNY requirements for the IHC.

**Responsibilities:**

* Collaborate with stakeholders to discuss the feasibility, profitability, and risk of the project.
* Assist to develop project plan using **Agile** Methodology.
* Gather detailed business requirements and deliver detailed business functional requirements specifications
* Gather **CCAR, PPNR** and supplementary metrics (FR Y-14, FR Y-9C) forecast from different business units.
* Work directly with the Product Owner to create **Product Backlog** and **Prioritization**.
* Assist overall project management for Equity Derivatives IT.
* Walk through the development team with **Wireframes**
* Create **UML diagrams** such as **Sequence Diagrams**, **Activity Diagrams** and **User Stories** when needed.
* Give a walkthrough of detailed functional requirements to Quants, Developers, and Testing Team.
* Support listed/OTC derivatives and Hedges trade capture or trade ordering requirements for system.
* Assist with the compliance to Regulatory or Legal requirements such as formal regulatory inquiries regarding any listed Derivatives trade capture or execution systems.
* Update and manage **SharePoint** Site for each **CCAR** cycle that is utilized for CCAR communication, storage of key CCAR files including business models, and automatic audit trail that is sent to internal audit team.
* **Validate Loss Data** for external CCAR reporting, also Conduct root cause analysis for **Data Remediation.**
* Assist in the development of **Testing Plan** and review **Test Cases**
* Work with Model Testing Team on Simulated Trading according to the index and portfolio portion to test sensitivity of our builds with regard to dynamic position changes.
* Participated in **Post Production Validation (PPV)**
* Document system data flows, business process designs, test specifications and training materials for various stakeholders
* Actively participated in Change Management and use **Requirement Traceability Matrixes (RTMs)**.

**Environment:** Agile, Windows 8, Oracle Database, Java, MS Excel, Jira, Power Designer, JustinMind, Smart Draw, MS Visio, MS SharePoint, Bloomberg.

**HSBC Bank New York, NY Dec 2014 - Nov 2016**

**Business Analyst**

**Project: Quantitative Risk Management System**

The Quantitative Risk Management (QRM) is a series of institutional risk modeling software and HSBC uses the Interest Rate/Market Risk Modeling module. The project was to upgrade and shift current **QRM configuration** to create new functionalities in order to adopt new global firm-wide standardized risk modeling reporting regulatory. Version upgrading includes adding data sources and integrating data from more sub-systems. New functionalities consist of building new stress testing and scenario analysis functions and design different reporting platform for different risk modeling methods.

**Responsibilities:**

* Conducted Brainstorming Session to gather Business Requirements from Market Risk Group, Risk Reporting Team and other stakeholders (PMEs, Compliance, etc.).
* Helped develop project plan using **RUP** Methodology.
* Conducted **Gap Analysis** to understand the current system and determine the new system and its functionalities
* Analyzed the new regulatory requirements of **Basel Accord** of **Pillar 1, 2** and **3** phases on Market Risk calculation, monitoring and reporting, and new implementation of **Comprehensive Stress Testing**.
* Designed **detailed FRD** in accordance with Basel regulatory requirements
* Created **UML diagrams** including Sequence Diagrams, Activity Diagrams and Use Case, and Data Flow diagrams using Smart Draw.
* Collaborated with the Development Team and Testing team to understand and walk through the functional requirements for the new system
* Identified and assessed potential data source of **Interest Rate**, helped the market data team to integrate data using **ETL tools**.
* Worked with Quantitative Analysts to design and administrate new **Stressed VAR model** and **Advanced Monte CarloSimulation** method.
* Worked with Risk Reporting Team to generate new **Standard Basel Pillar 3 Reporting Framework**, distinguish firm-wide global standards within **QRM** and the unique requirements for the site.
* Reviewed **Test Plan** and **Test Cases** provided by Testing Team.
* Used **Defect Tracking Tool Silk Central** to manage bugs, review defects, and have the Development Team resolve problems.
* Conducted quick **Smoke Test** after each build in testing and Planned **User Acceptance Testing (UAT)**.
* Generated **User Manual** and prepared **Training Material** of new QRM to internal users.

**Environment**: RUP, Windows 7, MS SQL Server, Java, Power Designer, MS Office, Silk Central, Smart Draw

**MFS Investment Management, Boston, MA Feb 2013 – Nov 2014**

**Business Analyst  
Project: Search/Quote Center System**

MFS Investment Management has been a strong and secure financial institution dedicated to provide quality service to institutional clients, local decision-making and a deep commitment to our communities. As a Business Analyst, I was involved in the development of fixed income securities (only corporate) search/quote center, which was a module that allowed the customers to search for fixed income securities, such as bonds online, calculate the prices as well as understand the risk and sensitivities. Later on it was decided to include treasury, municipal and savings bonds in the similar system.

**Responsibilities:**

* Computed bonds’ value using different maturity dates and interest rates, conducted duration and convexity analysis for fixed-income securities and estimated exposure to Yield to Maturity (YTM), Yield to First Call (YTFC), Normal Yield calculations.
* Successfully coordinated to design and document Business Requirement Documents, Functional Specifications and Technical maps for Asset Management stream.
* Responsible for integration of Wall Street on Demand and Nasdaq Level II streaming quotes with the front end systems.
* Documented **“As-is”** and **“To-be”** process maps as part of **Gap Analysis** for new functionality requirements, and thereafter prioritized them in order to align them with the project requirement.
* Developed Business Requirement Documents (BRD) and Functional Requirement Documents (FRD).
* Planned and managed counterparty credit risk technology and process improvement
* Accountable for Functional and Regression testing on CCRT's Proprietary Financial, Securitization, and Debt Management applications.
* Tracked and monitored credit risk position, reporting exposure to management, quarterly.
* Supported other business analysts in conducting Feasibility and Complexity Analysis to recognize technically functionalities of the project, and determine the level of effort (LOE) needed to attain them.
* Arranged to document **Sprint Backlogs** to identify and monitor the activities performed in the time boxes.
* Created **User Interface document (UID), Wireframes,** and **Prototypes** to help developing user interfaces.
* Maintained frequent interaction with customers and compared their expectations with designed **“User Interface”** to determine ways to improve the UI to have better customer experience.
* Coordinated with the SCRUM master in facilitating daily SCRUM meetings, sprint planning, review and retrospective meeting.
* Provided walkthrough to both developers and testers to develop Test Case scenario from user stories.
* Created **UAT test cases** and assisted senior business analyst in conducting UAT test.
* Initiated proactive efforts to resolve issues reported by business **post-production**.

**Environment:**Agile**,** Rational Rose, Java, VISIO, PL/SQL, HTML, MS Office

**Munder Capital Management, Birmingham, MI Feb 2011- Dec 2012  
Business Analyst  
Project: Update Charles River IMS**

The project was to update the Charles River IMS for Mutual Fund’s Equity trading, Fixed Income Trading, Risk Management, and Securities Compliance Reporting for some new investment business. The old system integrates the front office (Deal Capture, Contract Management) and mid-office (Credit control, Risk Management) operations. Apart from the above Integration it also facilitated in Cash Management by providing interface for capturing Units purchases, Redemptions and Scheme Switches for different schemes and arriving at the Cash and bank Balance indicating the Cash surplus available for Investment.

**Responsibilities:**

* Reviewed and analyzed the business environment and identified process improvements
* Interacted with Business Users to conduct thorough Requirements Analysis.

·         Involved in interactions with the Subject Matter Expert, Project Manager, Developers, and the End-Users.

* Interacted with other Business Analysts for designing and implementation of **Use Cases** and **Test Plans**.
* Assisted in on-going process improvement efforts to ensure Test Planning, Execution, and Reporting is effective, efficient, standardized, coordinated, and integrated.
* Assisted the Senior Business Analyst in writing Functional Requirement Specifications (FRS) and User Requirement Specification (URS).
* Developed **Test Plans** and **Test Cases** according to Business Requirements.
* Provided clear and concise documentation regarding requirements management plans, Functional Requirements, supplemental Requirements, Test Plans and Test Cases.
* Acted as **User Acceptance Testing** coordinator and monitored business testing and interfaced with the development team regarding defect status and fixes on a daily basis.
* Involved in generation and execution of SQL queries.

**Environment:**Microsoft Office Suite, MS Visio, Windows XP, SQL, XML, ASP, Crystal Reports, Mercury TestDirector, WinRunner, LoadRunner