**Candidate Resume Summary**

RQ05888 - Project Manager/Leader – Intermediate

**Full Legal First Name: Terris**

**Full Legal Last Name: Vincent**

**DOB (MMDD): 0806**

**Please see the examples below before filling the Mandatory and Desired Skills**

This is for a Procurement Project Manager. The successful candidate will be required to manage several Statements of Work including service and construction of procurement documents (RFS, RFB, etc.). They will need to have strong contract management experience and be able to read contracts and engage with vendors

**Must Haves “Mandatory” Requirements:**

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|  | **Skill Indicated in the Assignment MSP Notes** | **Minimum Experience Required** | **Candidate Experience** | **Skill Summary** | **Skill Present on Resume** |
| M1 | Project Management Skills  30 points  • Oral and written communication skills, Interpersonal and consultative skills, Facilitation skills  • Demonstrated project management experience on complex and technical I&IT projects  • Experience providing oversight on integrated plans to ensure the successful delivery of 3rd party vendor contracts  • Demonstrated experience identifying issues and managing risks for large complex enterprise-wide projects  • Experience managing and coordinating project change management process with 3rd party vendor contracts |  | 8 years | Project manager with Agile project management skills  **HCL Technologies – Sr.Business Analyst (Scrum Master) – Jul’2021 – Sep’2023 Project 1**  As a Scrum Master has a strong project management skill in delivering large-scale technical IT projects on time  Delivered multiple Transformation programs as part of SoW commitment.  Determining vendor requirements and setting up efficient procurement processes, contracts to building relationships and maintaining high service standards. | √ |
| M2 | Vendor, Procurement, and Contract Management  30 points  • Experience interpreting, analyzing and managing vendor commitments to ensure contractual obligations are met  • Experience interfacing directly with vendor leads on coordinating overall activities and contractual commitments  • Experience managing inter dependencies related to key contract deliverables  • Experience supporting the development of procurement and contract documentation, including writing content and coordinating stakeholder input and advice |  | 6 years | **HCL Technologies – Sr.Business Analyst (Scrum Master) – State Street – Jul’2021 – Sep’2023**  **Tata Consultancy Services – Sr. Business Analyst – Citi Bank (Oct’2013 – July’2021)**  Involved in submitting the RFP and following up on RFQ, RFB for new projects, creation of SoW involving vendor commitments to ensure contractual obligations are met  Defining the Scope of work, governance structure, Risks, SLA’s and KPI’s as part of SoW commitments  Maintain the relationship with suppliers or service providers and make sure that contracts are cost-effective | √ |
| M3 | Relationship Management  20 points  • Experience in building and maintaining relationships with internal and external stakeholders  • Leadership and team building experience, managing and coordinating multiple stakeholders that have varying needs, requirements and objectives  • Experience managing executive relationships and dealing with senior executives across multiple organizations  • Strong negotiating and influencing skills  • Writing skills, Negotiating skills |  | 8 years | **HCL Technologies – Sr.Business Analyst (Scrum Master) State Streeet – Jul’2021 – Sep’2023**  **Tata Consultancy Services – Sr. Business Analyst – Citi Bank (Oct’2013 – July’2021)**  Nurturing customer relationship, negotiating contracts, managing tenders, training employees, and assessing customer needs.  Built and maintained quality relationships with external vendors, negotiating better offers and pricing (up to 20% lower prices than industry peers) | √ |
| M4 | Telecommunications and radio network experience in a large public sector entity  20 points  • Knowledge and experience both in a strategic and operational public sector governance models, experience managing complex, multi-unit, multi-stakeholder and multiple levels of public sector executive stakeholder project team, experience with public sector processes and policies, ability and demonstrated experience developing mutually beneficial relationships with public sector entities.  • Strong experience of working on Public Safety Radio/telecom domain. Experience of large and complex projects with over $500 Million budget. |  | 8 years | **Tata Consultancy Services – Sr. Business Analyst – Citi Bank (Oct’2013 – July’2021)**  Expert at driving adaptation & implementation of agile rules and leading technology modernization, process optimization & application maintenance programs success in dynamic environments.  Negotiated contracts with third-party vendors, conducted performance evaluations, and led meetings to discuss adjustments in pricing  Constantly improving communication between Technology and Front Office Business functions, working through Business Partners (Process Owners) and Technology Managers | √ |
| M5 | Communication and Relationship Management - Demonstrated experience to act independently and make decisions that achieve optimal results with minimal supervision |  | 7 years | **Tata Consultancy Services – Sr. Business Analyst – Citi Bank (Oct’2013 – July’2021)**  **Cognizant – Sr.Consultant – British Telecom (May’2012 – Oct’ 2013)**  Strong decision making skills on resourcing (FTE, Vendors) for Transformation programs in State street, Citibank and British Telecom  Individually gathering and updating project materials, completing budgeting, forecasting, project documentation, business flows, and lessons learned documents. | √ |
| M6 | Vendor, Procurement, and Contract Management - Experience interpreting, analyzing and managing vendor commitments to ensure contractual obligations are met |  | 7 years | **Tata Consultancy Services – Sr. Business Analyst – Citi Bank (Oct’2013 – July’2021)**  **Cognizant – Sr.Consultant – British Telecom (May’2012 – Oct’ 2013)**  Involved in RFP, RFQ, RFB and SoW creations for CitiBank and other projects  Oversee management of vendor relationships and BPOs, analyze quality metrics and KPIs, identify process gaps, and drive continuous improvements to enhance the customer experience, resulting in a 15% improvement in customer satisfaction | √ |

**Nice to Have “Desirable” Skills and Attributes:**

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|  | **Skill Indicated in the Assignment MSP Notes** | **Minimum Experience Required** | **Candidate Claimed Experience** | **Skill Summary** | **Skill Present on Resume** |
| D1 | Scrum Master |  | 8 years | Scrum, Kanban, SAFe, Agile Assessments experience gained from below projects:  **HCL Technologies – Sr.Business Analyst (Scrum Master) – State Street - Jul’2021 – Sep’2023**  Effectively co-ordinated with FTE’s – vendors. Collaborating, facilitating, leading, and coaching Scrum & Kanban teams as part of the SoW Contract deliverables  Coordinate all Scrum Ceremonies including Sprint Planning, Daily Standups, Sprint retrospectives, Sprint Demos, Story Grooming, and Release Planning  Coaching and mentoring other ScrumMasters on our program team. Partnering to ensure that our ways of working are consistent across teams.  Refer Job Profile Section (Page 2) | √ |
| D2 | Project management |  | 8 years | Project management experience gained from below projects:  **HCL Technologies – Sr.Business Analyst (Scrum Master) – State Street - Jul’2021 – Sep’2023**  Accomplished transformation coach with 13+ years of IT experience, capable of delivering large-scale projects on time and budget by effectively collaborating, facilitating, leading SoW, RFP, RFQ, RFB and solutioning.  Handled a QA team(both Onshore & Offshore) as QA Manager including managing financials, forecasting on projects.  Gathering and updating project materials, completing budgeting, forecasting, project documentation, business flows, and lessons learned documents.  Refer Job Profile Section (Page 1) | √ |
| D3 | Functional testing |  | 10 years | Functional Testing experience gained from below projects:  **Cognizant – Sr.Consultant – British Telecom (May’2012 – Oct’ 2013)**  **Agility Logistics – Jan’2010 – May’2012**  Prepared Business Requirement Documents, Functional Requirement Documents  Involved in Preparation of Test Procedures, Test Scenarios, Test cases and Test Data.  Worked with Dev partners to integrate automation into the Continuous integration, Continuous delivery, Continuous testing process using Jenkins  Refer Job Profile Section (Page 3) | √ |
| D5 |  |  |  |  |  |

**References**

**Reference #1:**

|  |  |
| --- | --- |
| *Client Organization:* | *Exadel* |
| *Contact Person:* | *Harikaran Mohan* |
| *Contact Role* | *Test Manager* |
| *Telephone #:* | *9029891981* |
| *Email Address:* | *harikaranmohan@gmail.com* |

**Reference #2:**

|  |  |
| --- | --- |
| Client Organization: | Cognizant Technology Solutions |
| Contact Person: | Sundar Rajan |
| Contact Role | Project manager |
| Telephone #: | 9029941462 |
| Email Address: | Sundarrajan.seshadri@cognizant.com |

For **each** Mandatory Requirement and Desirable Skill or Attribute, unless otherwise requested, provide:

* The client work was performed for as well as the dates (month and year) and duration of the engagement
* A list of the project(s) and/or role(s) in which the candidate’s experience was obtained. Include a brief overview of the project/role and an achievement or result(s) specific to the requirement.
* A reference to the candidate’s resume where additional information pertaining to the requirement can be found.

Refer to the example responses below. Candidate responses should explicitly address the requirement and be structured as per the **Quality Response** table below. Avoid responses similar to those in the **Poor Responses** table.

**Must Haves “Mandatory” Requirements:**

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| --- | --- | --- | --- | --- | --- |
|  |  |  | **Quality Response** | |  |
|  | **Skill Indicated in the Assignment MSP Notes** | **Minimum**  **Experience**  **Required** | **Candidate Claimed**  **Experience** | **Candidate Skill Summary** | **Skill Present on Resume** |
| M1 | DevOps Testing Experience | 5 years | 8 years | Senior resource with DevOps experience obtained from the following projects:  **ABC Company: DEF Project, Senior QA**  **Consultant, January 2017- December 2020 (3 years).** Project 1 | ☒ |

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|  |  |  |  | * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   **XYZ Company: Senior Test Manager, December 2011 – December 2016 (5 years 1 month).** Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. Project 2 * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. |  |
| M2 | SOAPUI | 5 years | 10 years | Senior resource with SOAPUI experience obtained from the following projects:  **ABC Company: DEF Project, Senior QA**  **Consultant, January 2017- December 2020 (3 years).** Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   **XYZ Company: Senior Test Manager, December 2011 – December 2016 (5 years 1 month).** Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. Project 2 * Brief overview of the project/role and the project budget. | ☒ |
| 0 |  |  |  | * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   **XYZ Company: Senior Test Manager, November 2009 – October 2011 (2 years).** Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. |  |
| M3 | Automation  Testing  Experience | 5 years | 10 years | *(see sample above)* | ☒ |
| M4 | Microfocus Load Runner 12.5 | 3 years | 4 years | *(see sample above)* | ☒ |
| M5 | Katalon | 2 years | 2.5 years | *(see sample above)* | ☒ |
| M6 | Selenium | N/A | 1 year | *(see sample above)* | ☒ |

**Nice to Have “Desirable” Skills and Attributes:**

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| --- | --- | --- | --- | --- | --- |
|  | **Skill Indicated in the Assignment MSP Notes** | **Minimum**  **Experience**  **Required** | **Candidate Claimed**  **Experience** | **Skill Summary** | **Skill Present on Resume** |
| D1 | AODA Testing compliance | 1 year | 3 years | Senior resource with AODA Testing experience obtained from the following projects:  **ABC Company: DEF Project, Senior QA**  **Consultant, January 2017- December 2020 (3 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. | ☒ |
| D2 |  |  |  |  | ☐ |
| D3 |  |  |  |  | ☐ |
| D4 |  |  |  |  | ☐ |
| D5 |  |  |  |  | ☐ |
| D6 |  |  |  |  | ☐ |

**Quality Response**

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|  |  |  | **Poor Response** | |  |
|  | **Skill Indicated in the Assignment MSP Notes** | **Minimum**  **Experience**  **Required** | **Candidate Claimed**  **Experience** | **Candidate Skill Summary** | **Skill Present on Resume** |
| M1 | DevOps Testing Experience | 5 years | 8 years | Senior resource with 10 years of experience.  Company A: Mar.2011 to Jan. 2014  Company B: Nov 2001 to Feb. 2011 | ☐ |
| M2 | SOAPUI | 5 years | 120 months | 25 years as a QA consultant working on a variety of projects across several sectors. | ☐ |
| M3 | Automation  Testing  Experience | 5 years |  | Refer to resume, pages 2, 3, 4, 5. | ☐ |
| M4 | Microfocus Load Runner 12.5 | 3 years | 1 year | See resume | ☐ |
| M5 | Katalon | 2 years | 2.5 years | Worked on Katalon before | ☐ |
| M6 | Selenium | N/A | 1 year |  | ☒ |