

Timothy Reed
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SUMMARY

Senior Project Manager and Business Analyst with extensive financial and technology experience in the Prime Broker, Fixed Income clearance and settlement, Hedge Fund accounting and industry. Effective at reviewing, defining, and improving business processes; creating, staffing, and building teams; and working with diverse entities, including traders, middle and back-offices, hedge fund clients, and third parties. Familiar with traditional waterfall and XP/Agile methodologies. Focused on creating and improving products and services through better process and automation.

SKILLS

- Management** Project management; business analysis; product lifecycle; metrics and MIS
- Industry** Prime Broker; Fixed Income clearance and settlement; Hedge Fund accounting and reporting; SWIFT messaging
- Technical** Relational database design; SQL queries; UNIX, Linux, Windows and OSX systems and server administration; Perl and UNIX scripting; Advent Axys and Geneva accounting; Actuate; Crystal Reports; Microsoft Office applications (Excel, Word, PowerPoint, Project, Outlook, Visio); content management (Joomla, MediaWiki, SharePoint, Wordpress); ETL (Oracle ODI, Microsoft SSIS); Datawatch Monarch

EXPERIENCE

Citco Fund Services (USA), Inc., Jersey City, NJ

Sep 2012-Present

Senior Project Manager/Business Analyst (Consultant)

Senior Project Manager and Business Analyst responsible for managing the successful migration of all client and third-party-facing trade capture and reporting as part of a larger program to migrate a books and records trade back office system from Sybase to Oracle.

- Performed analysis and planning, including project charter and scope, project plan, resource requirements, and metrics and other reporting to steering committee, program manager and other project managers.
- Identified and communicated with all project stakeholders, including business users, external clients, and third parties.
- Owned, delegated and escalated all project issues.
- Coordinated department involvement in biweekly database migrations, ensuring that resources were available and runbook tasks were completed.
- Responsible for hiring and day-to-day staff management. Hired 5 business analysts (Cork) and 3 QA testers (Singapore); managed 1 senior business analyst (Toronto).
- Managed daily global analyst meetings, twice-weekly developer scrums, less-frequent senior management updates, and represented my department in firm-wide program calls.
- Developed testing plans and schedule for client and third-party acceptance of new reporting.
- Responsible for the creation and execution of QA procedures to ensure trade capture and processing functionality. Successfully introduced test scripts, automation, and regression testing for all new releases going forward, thereby greatly reducing testing and support effort, increasing QA team productivity, and improving production quality.

Citco Fund Services (USA), Inc., Jersey City, NJ

Sep 2008-Feb 2012

Vice President/Senior Project Manager/Business Analyst

Senior Project Manager and Business Analyst responsible for all project management and business analysis within the global Connectivity team.

- Responsible for all standard activity, position and tax lot reporting, and related documentation and specifications, widely used internally by all areas of the firm and externally by hedge fund clients, risk vendors and investors. Increased on-time report delivery and information accuracy by improving release management and implementing automated ,pre-reconciliation processes to validate reports.

- Implemented and owned the departments, monthly reporting to the Citco board of directors and distributed to global staff, describing the month, significant deliveries; in-flight and upcoming project statuses; and issues, roadblocks, and planned workarounds.
- Worked with global controllers and client service to improve billing processes and controls, thereby increasing 2011 departmental revenue 6 times over 2007.
- Established a new data analyst team responsible for analyzing and converting broker statements to a flat-file format that can be modeled and loaded by our internal reconciliation platform. Prioritized work through a new process of identifying and concentrating on high-effort manual reconciliations. Managed migration from legacy ODI-based ETL to strategic Monarch-based automated mapping and conversion platform.
- Created a process for prioritizing production issues to reduce average resolution time from over 24 hours to less than an hour.
- Worked with middle and back office teams and client service to establish a business prioritization process that improved on-time delivery of important projects.
- Worked with internal Audit, to satisfy SAS-70 certification requirements, and Business Continuity, to ensure disaster recovery preparedness. Reviewed requirements and specifications of new systems to ensure that basic audit requirements were satisfied.

Lehman Brothers, New York, NY

Jun 2007-Sep 2008

Vice President/Product Manager/Project Manager

Senior Product/Project Manager responsible for client-facing web applications, including trade capture, wire transfers, standing settlement instructions, cash wires, on-demand reporting, and a customizable landing page.

- Increased visibility of all applications and services available to Prime Broker customers by introducing a flexible, client-customizable landing page.
- Implemented project lifecycle process and workflow best practices to eliminate gaps between business requirements and technology deliverables.
- Improved ability to manage limited development resources and ensure appropriate focus on high-priority issues by establishing a prioritization process involving product managers and business representatives.
- Stabilized the production platform by improving communication and service between technology and business teams and establishing a change management process.
- Increased visibility of accomplishments and strategic direction by developing product documents, roadmaps and metrics reporting.
- Improved relationships with high-visibility clients by coordinating the resolution of longstanding customer-specific issues.

UBS Securities LLC, New York, NY

Jun 2003-Jun 2007

Director/Product Manager/Project Manager

2004-2007

Designed and managed front-to-back trade processes and workflows for Fixed Income Prime Broker (FIPB) clearance and settlement platform.

- Defined requirements for trade capture; booking, and Actuate-based on-demand cross-product reporting.
- As part of the FIPB business build-out, defined operational processes and flows, business requirements, specifications, and user acceptance testing.
- Managed definition of business requirements and specifications, and analyzed and documented all operational processes and controls necessary to on-board significant firm-financed fund.
- Provided Crystal Reports and Actuate-based near-real-time position reporting to clients and client service by managing all aspects of development of an on-demand web-based reporting platform with hooks to firm back-offices.
- Defined and delivered system to deliver data extracts to external fund administrators.
- Defined Fixed Income business requirements for strategic Advent Geneva-based portfolio management system.

Program Manager

2003-2004

Defined requirements and managed development and implementation of global work program to deliver FIPB trade flow from trade capture to reporting.

- Coordinated project teams in London, New York and Singapore.
- Extended existing trade capture, booking and reporting platforms to support FI products and transaction flow.
- Delivered intraday reporting by leading development staff to extend existing end-of-day reporting platform.
- Coordinated documentation effort, unit testing, user acceptance testing, and roll out of initial platform supporting stock, bonds, repos, FX, and journals/cash. Defined business requirements and project team tasks for subsequent phases (Futures, ABS, MBS).
- Worked with business to define client-facing reporting, and business unit controllers to create internal reports.

Business Analyst

2003

Responsible for developing the business plan, project scope, functional requirements and project plans to establish FIPB systems and operational platforms.

- Worked with middle and back office, and IT leads to document global trade flows and analyze business requirements.
- Played key role assisting with the creation of a new business.

Project Manager/Business Analyst (Consultant)

Jan 2002-Jun 2003

Provided business analysis and project management services as an independent systems consultant. Clients included Credit Suisse; Handy Associates; Sephora, Tamlyn for Congress 2002, TradingScreen.

Credit Suisse First Boston, New York, NY

Mar 1997-Sep 2001

Project Manager/Development Manager (Consultant)

Responsible for the design, development, and management of databases and applications to support Fixed Income Prime Broker (FIPB) middle-office reporting and clearing.

- Instituted design, documentation, support and source code control procedures.
- Developed external data APIs with internal and external customers, and internal infrastructure staff. Implemented PGP and GNU GPG-based encryption for secure data exchange with customers.
- Designed and implemented real time trade entry and reporting system on Solaris and Sybase 11.9.2. Responsible for interfaces to trading and data warehouse systems.
- Designed and coded intraday and end-of-day data processing jobs in Perl. Implemented cross-platform job control.
- Designed web-based system to deliver real-time reports to customers. Web-based system was built using WebSphere, Parallel Crystal, stored procedures, Perl, Advent Axys.
- Met with Audit and Legal and Compliance frequently to anticipate compliance, confidentiality and disaster recovery requirements.
- Designed and built back-end data processing system for Equity Prime Broker desk in Perl, Sybase SQL to load and process back-office clearing data for delivery to Advent and Excel for client reporting
- Managed teams of developers and support staff.

JP Morgan, New York, NY

Jun 1992-Mar 1997

Senior UNIX Systems Engineer

1994-1997

Developed customized SunOS, Solaris operating systems and application deployment platform for use in all front and back office business areas, to be administered by centralized administration and support teams.

Senior UNIX Systems Administrator

1992-1994

Administered global SunOS and Solaris servers and NEXTSTEP workstations and supported custom applications for front office Emerging Markets trading desk.

CS First Boston (Pacific), Tokyo, Japan **Oct 1990-Jan 1992**
Front Office Trading Systems Manager

Systems and Database Administrator/Analyst (Consultant) **Oct 1989 -Oct 90**
Provided systems and database analysis services as a consultant. Clients included Goldman Sachs, Kidder Peabody, Salomon Brothers, Shearson Lehman Brothers, TIAA-CREF.

Shearson Lehman Brothers, New York, NY **Jan 1989 - Oct 1990**
Systems and Network Administrator (Consultant)

Nomura Securities, New York, NY **Jun 1988 - Jan 1989**
Systems, Network and Database Administrator (Consultant)

EDUCATION

School of Visual Arts, New York, NY

Trinity School, New York, NY

AFFILIATIONS

Captain, 100+ member New York-based running club

RECENT TRAINING

David Allen Company, Getting Things Done Roadmap

Sequent Learning Networks, Fundamentals of Product Management

Knopman Financial Training, Series 7 Certification Training

Novations Group, Project Management Professional (PMP) Exam Prep