**Name: Mr. Anthony**

**Email :- [Anthony.366735@2freemail.com](mailto:Anthony.366735@2freemail.com)**

**Systems Experience:** QuantumIT Inplace, IBM Lotus Domino, SharePoint (Designer 2010), Elite Enterprise, Carpe Diem, EDS, ARCS 2G, Maestro, SQL, BMC Remedy, HP ALM Quality Center Edition, Cognos, PeopleSoft, SAP

**Other Software Experience:** MS Excel, MS Word, MS PowerPoint, MS Visio (basic), MS Project (basic), MS Outlook, Lotus Notes

**Certifications:** Prince2 Practitioner, APMG Change Management Practitioner, ITIL® Foundation Certificate in IT Service Management, QA Querying MS SQL Server

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**Employment History**

**Kingston University**

Sept 16 – March 2017 **IT** **Project Manager**

**Responsibilities/ Duties:**

* Project Manage internal IT project (FHSCE- Faculty of Health, Social Care and Education).
* Support system roadmaps in line with IT portfolio and University technology directions.
* Assist Procurement and Vendor Manager to agree contract with external vendor (QuantumIT).
* Utilization of various project management methodologies (including Agile) to deliver a finished product - InPlace.
* Create and maintain project documents (e.g. PID), including: project plan, budget estimation (approximately 500K), resource and effort estimation, communication strategy, and Risk & Issue register.
* Line management of Business Analyst on the project.
* Work with a wide range of internal partners (including Business Admin/ Academics, Senior Users, and senior IT stakeholders).
* Build strong relationships with internal partners, stakeholders and third party suppliers (QuantumIT).
* Identify, manage and coordinate multi-location resources (internal and external), and stakeholders.
* Assist with creating Project Board and co-hosting PB meetings.
* Create Steering Group, and lead meetings.
* Implement effective communication strategy between resources, to encourage knowledge sharing and progress updates, to promote an efficient working environment.
* Assist with infrastructure design, and ensuring that system hardware/ software requirements are met.
* Involved with systems: UI design, testing, process evaluation/ re-engineering, training and development of transition/ support strategy.
* Present project documents to Project Review Board, for review and approval, to proceed to next governance gate.
* Regular requirements validation - peer review, testing and sign off.

**FHSCE System Implementation**

**FHSCE Placement Management System – QuantumIT InPlace**

**Project Brief:** Transition the professions under the Faculty of Health, Social Care and Education onto one consolidated placement management system (externally hosted – QuantumIT Inplace), to streamline and effectively manage 4500+ work placements per annum.

**Duration:** Inherited project mid-flight (during procurement phase), once I joined the organization in September 2016, and project is still in progress.

**Aon Hewitt**

Feb 12 – Aug 2016 **Project Manager (Implementation)**

**Responsibilities/ Duties:**

* Project Manage/ assist with internal IT projects and enhancements (simultaneously); predominantly HR Management and Financial Systems based solutions.
* Support system roadmaps in line with regional and global directions.
* Consistently deliver high quality technology solutions for projects and BAU activities within time, budget and amendments to specifications.
* Utilization of various project management methodologies (including Agile) to deliver a finished product.
* Create and maintain project documents, including designing UAT test scripts and user instruction manuals.
* Work with a wide range of internal partners (including HR/ Finance/ IT Leaders).
* Build strong relationships with internal partners, stakeholders and third party suppliers.
* Requirements elicitation with project sponsor/ internal partners and key stakeholders, to produce functional and technical specifications.
* Identify, manage and coordinate multi-location offshore resources (internal and external), and stakeholders.
* Host meetings with various participants (e.g. project sponsor, internal partners, PM’s, stakeholders, end users etc.).
* Implement effective communication strategy between resources, to encourage knowledge sharing and progress updates, to promote an efficient working environment
* Involved with infrastructure design, and ensuring that system hardware/ software requirements are met.
* Often significantly involved with systems: UI design, testing, process evaluation/ re-engineering, training and support.
* Present project documents/ updates to department leaders and key stakeholders.
* Regular requirements validation - peer review, testing and sign off.
* Key contributor in steering committee, helping to define a successful change management plan, product deployment strategy, and review (lessons learnt meeting) post- delivery.
* SME and support contact (post implementation).

**HR System Implementations & Upgrades**

**a) WFA Forms – also conducted Business Analysis on this project**

**Project Brief:** Transition 500+ HR users across EMEA, from desktop HR Management tool (Lotus Notes based), to upgraded Domino web based version

**Duration:** Assigned to project in early Design phase up to sign off of 1st phase delivery (which lasted 6 months). Several enhancements, and phased rollouts to EMEA markets, kept me involved for a further 14 months.

**b) PTO Manager – also conducted Business Analysis on this project**

**Project Brief:** Migrate colleagues from 6 major EMEA countries (10,000+ users) onto a common “Personal Time Off” management tool (Domino web based application).

**Duration:** From project initiation to 1st phase delivery sign off, took 10 months; multiple enhancements, and rollouts to new markets and businesses across EMEA, kept me involved for a further 23 months.

**Finance System Implementations & Upgrades**

**a) Elite Enterprise System Upgrade**

**Enhancement Brief:** Transition 1000+ colleagues across EMEA, from Elite Enterprise (desktop), to the upgraded Elite Enterprise 3.10 (web version - access via Citrix).

**Duration:** 4 months from initiation to delivery sign off.

**b) AON Kloud Integration**

**Project Brief:** Integrate 100+ new users across EMEA onto our Financial and HR Management systems.

**Duration:** 7 months from project initiation to delivery sign off.

**c) ARCS 2G System Upgrade**

**Enhancement Brief:** Required transition of OTC users, across EMEA, from ARCS 6.4 to updated ARCS 2G (access via Citrix).

**Duration:** 7 months from initiation to delivery sign off.

**d) Provide OTC Billing Solution to two existing EMEA Markets**

**Project Brief:** Integrate new users from 2 existing EMEA markets onto Elite Enterprise 3.10.

**Duration:** 4 months from project initiation to delivery sign off.

**e) Upgrade Bill Generating and Distribution Application**

**Enhancement Brief:** Required upgrade to the new EDS invoicing system (v 5.11.06) for 500+ billing users across EMEA.

**Duration:** 7 months from initiation to delivery sign off.

**IT System Implementations & Upgrades**

* **Team Ticketing Support and Project Dashboard Solution**

**Project Brief:** Design and build a SharePoint tool to manage team support tickets, and a repository for team project/ enhancement data.

**Duration:** Prototype delivered and awaiting sign off and deployment.

**AON HEWITT**

Dec 09 – Feb 12 **Financial Systems Analyst**

**Duties:**

* Regular and ad hoc system testing related to server patches, maintenance, bug fixes and system upgrades.
* Routine system set-up and data conversions as part of system implementations, structure changes and new system developments.
* Running ad hoc and routine reports from the billing and financial modules using front-end reporting software and query tools.
* Designed detailed task / procedure notes for personal and team development and understanding.
* Respond and resolve customer queries via telecommunication (e.g. telephone, instant chat with screenshare etc.) or in-person

**Northrop Grumman Sperry Marine**

Nov 07 – Feb 09 **Finance Assistant**

**AP Sports Therapy (Own business)**

July 06 – Present **Sports & Remedial Therapist & Level 3 Personal Trainer**

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**Education**

**University** 2:1 (Upper) BSc (Hon’s), Sports & Remedial Therapy (University of Luton, 2004)

**College** 3 x A- Level attained= Art, Biology & Business Studies (Hampton School 6th Form College, 1998)

**School** 10 x GCSE’s attained (grades A-C) including: English, Maths and Sciences (Hampton School, 1996)

Plus, Scottish Higher French (i.e. A/S level equivalent)

**Language Literacy**

* English (fluent)
* French (conversational)
* Spanish (basic)

**Referees**

References available upon request