

# SHUMON M. RAHMAN

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## IT PROJECT/PROGRAM MANAGER

*Successful record of managing up to 4 concurrent projects and budgets of up to \$1.2M  
Consistently delivers high quality projects on time and under budget consistently*

Highly effective project and program manager with 10 years of experience and a record of impressive results. Exceptional communicator and relationship-builder—excelling in roles requiring superior strategic planning, client management, and team leadership talents. MBA graduate who built career from the ground up, earning stellar recommendations, solid credentials, and notable achievements, including PMP and FINRA series 6 & 63 certification. Project management skills include:

- Requirements/Scope Analysis
- Project Planning & Scheduling
- Team Building & Leadership
- Budget Oversight
- Cost Reduction & Control
- Project Risk Mitigation
- Process Improvements
- Quality Management
- Project Communications/Reporting

## Professional Experience

BAE SYSTEMS, Herndon, VA

5/2011–02/2012

### **Program Management Consultant**

Hired to start up Program Management Office (PMO) for Corporate Share Service while providing strategic leadership and advice to IT teams and BAE businesses. Oversee 12-member consulting team and \$12M budget, supporting project leaders with project structuring in areas of rhythms/rigor, timelines, scope, stakeholders, and business cases. Accelerate deployment of advanced infrastructure programs by readily sharing expertise of infrastructure technologies.

**Impact: Successfully managed 4 concurrent software upgrade projects, from initiating to closing, valued at over \$1.2M. Delivered all projects on time and under budget.**

- Recruited, hired, and trained 25 new quality professionals to date for Corporate Shared Service (CSS) division.
- Managed nearly 25 projects in initiating & planning phases, handed over to project manager [functional organization form] for execution phase and then played oversight and support role during monitor & control and closing phases
- Streamlined processes and saved millions in future costs by purchasing a variety of project management tools.
- Trained nearly 300 employees (25 per session) in company's newly implemented PMO governing guidelines/standards.

MERRILL LYNCH, Pennington, NJ

5/2010–4/2011

### **Program/Project Management Consultant**

Joined PMO to support successful integration of Bank of America and Merrill Lynch. Steered activities of ~25 professionals, driving 8 post-merger projects totaling \$43M. Monitored and reported progress against key factors, including cost, schedule, risks, issues, and benefits. Ensured project partners' goals aligned with Finance organization. Developed consensus between divergent interests in traditionally segregated business units.

**Impact: Successfully managed full lifecycle of investment software merger project valued at over \$850K. Delivered on time and under budget.**

- Managed initiation and planning of 8 projects before handing over to project manager. Continued to oversee and support project managers during execution phase, seeing the projects all the way to completion.
- Saved \$1M by negotiating contract with recruiting partner to hire +40 temporary consultants, and more cost effectively manage fluctuating work volume.

ING INSURANCE, West Chester, PA

9/2009–4/2010

### **Senior Business Analyst**

Brought in to develop innovative hedging strategies to mitigate actuarial, financial, and capital market risks as well as business unit risk exposure. Oversaw performance of 4 analysts, delivering projects on behalf of internal IT and Operations

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## Professional Experience (continued)

### ING INSURANCE (Continued)

organizations. Managed project plans, financials, communications, resource planning, and regulatory compliance. Scrutinized processes for improvement and contribute to tactical and application roadmaps.

**Impact: Successfully managed scope and quality for a multimillion-dollar project.**

- Authored 3,500 business requirements for financial product's complex hedging logic, contributing to \$35M project that migrated hedging strategies from homegrown Excel database to enterprise application.
- Introduced guidelines for Quality Center and Quick Test Professional to a company with 70,000 employees, saving millions in development and debugging costs.

THE VANGUARD GROUP, Malvern, PA

12/2006–9/2009

### IT Project Administrator

Served as integral member of PMO, overseeing 25-member team executing 25 projects (average) valued at ~\$25M. Advanced and bolstered solutions delivery that leveraged new methodologies, including Waterfall and Agile. Ensured completion of complex cross-functional projects on time, on budget and in compliance with PMO standards.

**Impact: Managed 3 software application projects and a data center migration project from start to finish.**

- Managed over 100 projects with responsibility for initiating and planning phases, and providing oversight and support to project manager throughout the project duration.
- Reduced bottleneck from 18 to 14 days by employing Six Sigma improvement process; decreased vendor costs by +\$68K/year by renegotiating 3 contracts; and reduced billing cycle 22%.

CITIGROUP (formerly Citicorp), Long Island City, NY

2/2002–12/2006

### Lead Quality Assurance Analyst

Hired to smoothly progress Citicorp's merger with Travelers Group by leading all aspects of quality assurance throughout software development lifecycle. Directed 12 onshore QA analysts and ~200 offshore QA professionals, establishing standards and processes to deliver quality products on time in a fast-paced software development environment.

**Impact: Reshaped Citicorp's entire QA format, facilitating one of world's largest business mergers.**

- Saved ~\$1.2M in development/debugging costs by instating guidelines for Quality Center and Quick Test Professional.
- Built consensus among divergent interests in quality management to help create \$140B firm with +\$700B in assets.

## Education & Credentials

### MBA, Dual Concentration in Finance & Marketing (2011)

Drexel University, Lebow College of Business, Philadelphia, PA

### BBA, Corporate Finance & Applied Mathematics [2003]

City University of New York, Queens College, New York City, NY

### Certified Project Management Professional (PMP) (2007)

Project Management Institute (PMI)[Recertified under newly implemented PMP exam standard]

## Technical Proficiencies

Certifications:	Certified Level 3 Excel and Access User, Microsoft
Project Management Tools:	Visio, Microsoft Project, Clarity, PlanView, Blue Print
Testing Tools:	Quick Test Professional, Load Runner, Quality Center
RDBMS/Database:	Hyperion Essbase, PeopleSoft, SQL Server, Quick Base, SharePoint, Microsoft Access
Statistical Software:	Minitab, PHSTAT, R, SAS