

MAUREEN M. READINGER

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EXPERIENCED BUSINESS ANALYST & CONSULTANT

Business Intelligence | Application Development | Project Management

Results-driven consultant with expertise in all facets of specification development and project management; a proven ability to add value to staff organizations with a track record of effectively streamlining processes & increasing productivity.

Instrumental in the design, testing, implementation and support for multiple applications.

Exceptional ability to educate users on the effective use of tools designed for self-service business intelligence such as: Excel, VBA, Power Pivot, Power Query, and Power BI.

Skilled in collaborating with all members of the organization to achieve business objectives with a strong record of successful communication and interpersonal skills.

- Microsoft Word
- Microsoft Excel/ Access
- Power Pivot
- Power Query
- App Design & Maintenance
- Microsoft Project/Project Pro
- UAT Testing/Data Mapping
- Camtasia Studio
- Training Video Development
- Web Design
- Domain Registration/Hosting
- Basic HTML Skills

KEY SKILLS AND HIGHLIGHTS

- ✓ Trusted business liaison for application development
- ✓ Proficient in specification development and documentation
- ✓ Highly skilled in Microsoft Excel application development
- ✓ Ability to manage projects from spec development to coding and implementation
- ✓ Expertise in Application and Program execution and maintenance
- ✓ Ability to design & implement effective online budgeting applications

PROFESSIONAL EXPERIENCE - INDEPENDENT CONSULTANT

MAJOR CLIENTS ▪

SHIRE PLC, Wayne, PA ▪ 2007 - Present

- Responsible for the creation of the Enterprise Project Management System User Guide and the successful consolidation of the Microsoft Project Server
- Created dynamic Camtasia videos to supplement user documentation
- Documented and proofed Business Process for Program Management Group as well as the integration of third party applications within Project Pro
- Served as Test Lead in integrating multiple MS project environments to a single SaaS Host and effectively mapped data from multiple systems for consistency
- Developed and implemented User Acceptance Testing (UAT) scripts and established requirement specifications and testing for custom functionality
- Created a Financial Management Tool for Clinical Drug Trials reflecting a +350m budget with MS Excel
- Collaborated with Program Managers regarding updates and maintenance while providing application support for all end users within the US, UK, Belgium, and Switzerland
- Provided accurate data reporting support for senior management
- Developed a unique algorithm to determine and separate decision point costs by milestone dates

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Page Two of Two

CAMPBELL SOUP COMPANY, Camden, NJ ▪ 2000 – Present

- Created a global ad services Excel application to track all advertising dollars
- Created an Excel forecasting application to track national sales for Foodservice Division
- Created an Access database application for Matching Gift program and the Dollars for Doers campaign
- Utilized company applications and provided necessary maintenance as needed

BRYN MAWR TRUST COMPANY, Bryn Mawr, PA ▪ 2015

- Consolidated company's 2015 budget with acquired Continental Bank projections with zero error rate
- Streamlined Wealth Reporting Process, resulting in more efficient operations and enhanced productivity
- Created a Corporate Profitability application which included easily accessible and organized income statement, balance sheet and individual branch reports (2006)

MCGOLDRICK ELECTRIC, INC., Havertown, PA ▪ 2014

- Developed and implemented a responsive company website
- Enhanced company by creating an interactive, user friendly web presence

PFIZER INC., Collegeville, PA ▪ 2012

- Provided effective documentation and Integrated Demand Report for Research & Development Organization
- Utilized the Excel application on SharePoint providing multiple points of access for various departments

RADIAN GUARANTY, INC., Philadelphia, PA ▪ 2007-2010

- Contributed in developing company solutions to create a Budget Forecasting model for corporate headquarters and operations
- Improved company efficiency by providing IT employee cost breakdowns by project
- Developed a model that utilized PeopleSoft budget data by department, salary and capital expenditures by department, and accommodated forecasting

EDUCATION

Bachelor of Science degree in Biology

Ursinus College, Collegeville, PA

ADDITIONAL TRAINING

Power Pivot and Power Business Intelligence, Training Seminar: *PowerPivotPro.com*

Power Business Intelligence Boot Camp, Training Seminar: *DataPig Technologies*

50 Ways to Analyze Data, Online Training Seminar: *Chandoo.org*