

# MAUREEN M. READINGER

Narberth, PA | 610.716.4468

[www.base2consulting.com](http://www.base2consulting.com) | [mmr@base2consulting.com](mailto:mmr@base2consulting.com)

## EXPERIENCED BUSINESS ANALYST & CONSULTANT Business Intelligence | Project Management | Application Development

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

Responsible for 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.

- Advanced Excel programming
- Power Pivot
- Power Query
- Visio
- App Design & Maintenance
- UAT Testing/Data Mapping
- Camtasia Studio
- Training Video Development
- Basic Web Design
- Domain Registration/Hosting
- Basic HTML Skills
- MS Access

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### KEY SKILLS AND HIGHLIGHTS

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- ✓ Trusted business liaison for application development
- ✓ Ability to manage projects from spec development through user acceptance
- ✓ Proficient in specification development and documentation
- ✓ Highly skilled in Microsoft Excel application development

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### PROFESSIONAL EXPERIENCE

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#### MAJOR CLIENTS • PROJECTS

##### **BRYN MAWR TRUST COMPANY, Bryn Mawr, PA**

- Business Analyst - Responsible for the successful implementation of an Accounts Payable Workflow (APW) application (FISERV/Nautilus) supporting over 200 users in 23 Lines of Business (LOB), managing over 1400 vendors and approximately 2000 accounts generating over 1200 payments per month
  - Instrumental in the collection of and documentation of user requirements and processes
  - Responsibilities included, by LOB, primary contact providing project status and identification of vendor ownership. Creation and ongoing maintenance of Vendor Account Assignment/Approval Table.
  - Designed and implemented templates for vendors prepopulating General Ledger default values significantly reducing data entry by end users
  - Created an Excel app to monitor and track excluded accounts
  - Provided technical and process support during training; conducted training sessions; supported end users in live environment and created APW Documentation and User Guide.

##### **SHIRE PLC, Wayne, PA**

- Created a proprietary Financial Management Tool for Clinical Drug Trials reflecting a +350m budget
  - Project Managed the development and deployment of all updates and maintenance
  - Collaborated with Program Managers regarding updates and maintenance while providing application support for all end users within the US, UK, Belgium, and Switzerland
- Updated complexity Factors and Resource Work Units for ProModel Enterprise Portfolio Simulator

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- Created a dashboard report to compare update effects
- Created dynamic Camtasia training videos supporting Microsoft Project deployment
- 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 within MS Project Pro integration
- Documented and verified Business Process for Program Management Group as well as the integration of third party applications within Project Pro
- Managed data extraction process for quarterly senior management reporting
- Developed a unique algorithm to determine and separate decision point costs by milestone dates

## **CAMPBELL SOUP COMPANY, Camden, NJ**

- Created a Global Ad Services application to track all advertising dollars
- Created a forecasting application to track national sales for Foodservice Division
- Created a database application for Matching Gift program and the Dollars for Doers campaign

## **MCGOLDRICK ELECTRIC, INC., Havertown, PA**

- Created a tracking tool to track weekly resources by project
- Enhanced company image by creating a user friendly web presence

## **PFIZER INC., Collegeville, PA**

- Provided effective documentation for 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**

- Further developed and maintained existing 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

## **VERIZON, PHILADELPHIA, PA**

- Information Systems Project Manager: application support for On-line Billing and Collections
  - Complete conversion of Pennsylvania and Delaware business offices over 2 year period (50+ Offices / \$130 million project)
- Information Systems Project Manager: IT application support for Loop Maintenance from central office to customer premises
  - Managed staff of 12 programmers
- Staff Analyst Consultant, Bell Atlantic Network Services Staff, Silver Spring, MD
  - Lead programmer for Carrier Access Billing System (CABS): billing and cash collection subsystem

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## EDUCATION

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**Bachelor of Science degree in Biology**  
*Ursinus College, Collegeville, PA*