

NELLIE FELIPE'S PROFESSIONAL SUMMARY

ARIZE Coaching & Consulting® launched July 2009
Founder/President

An organization that specializes in personal, leadership, and small business coaching and consulting services. In addition, conducts interactive online workshops and teleseminars. The consulting services branch provides process improvement, project management and change management utilizing proven Six Sigma, Lean Six Sigma, CMMi, and Project Management Institute PM methodologies. www.arizecc.com

Felipe Enterprises LLC (dba ARIZE Coaching & Consulting as of May 2009) 2001 - 2009
President

A service-driven consulting organization that chiefly provided Project Management and Change Management services to organizations of all sizes.

Lash Group

Consultant – Reporting Team

- Collaborated with an external LG business partner to assess, re-structure, and implement a new process for reporting team.
- Utilizing the “Speed of Trust” by Covey, provided coaching and team building services that proved highly effective with tangible proven results.
- Within thirty days of implementing process, the newly remodeled team received accolades from internal and external clients, including receiving new business.
- Performed analysis of current process, a gap analysis, and a team skills assessment.
- Implemented a new workflow system in addition to delivering the future state plan, new roles & responsibilities descriptions, detailed step-by-step process flows, and staff development plans.
- Conducted over 60 screenings and interviews in order to identify the right fit for the 6 newly created positions.

Consultant – IT Process Assessment

- Collaborated with external LG business partner in an IT process review (discovery) and needs assessment.
- Participated in the interview of over 15 of IT's top management and associates to discover and map out existing processes.
- Documented findings, co-authored presentation to CEO and President of LG.

Bank of America (BofA)

Consultant

- Worked on the launch of a brand new product for BofA's business customers.
- Charged with end-to-end management of project. Successfully delivered project on time and within budget under an extremely aggressive schedule (time to market). Product was forecasted to add an additional \$4-8MM in annual revenue.

GMAC Insurance

Consultant

- Worked directly for Sr. Vice President / Chief Actuary and his team, along with Sr. Change Manager, to assist in the establishment of a Portfolio Management Team.
- Developed detailed workflow diagrams and plans, including roles & responsibilities, and department structure.
- Collaborated with Sr. Change Manager to provided coaching and mentoring to management teams to help socialize the changes and create tangible.

Novant Health

Consultant

- Worked with Corporate Procurement, Contracting, and Legal as part of the contract negotiation team to develop negotiation.

- Managed, mentored and coached large cross-functional project teams across various hospitals and facilities to socialize change.

TIAA-CREF

Consultant

- Established a PMO office for the Asset Management IT Division, incorporating processes, procedures, and standards.
- Provided strategic goal-setting direction, built key viable relationships, mentored, trained and promoted standard PM practices, including training in Project Management, Six Sigma, and Lean Six Sigma practices to business and PMs.

Consultant

- Managed, mentored and coached a team of six developers that maintained a total of twenty-seven applications including mission critical financial, SOX-classified systems.
- Delivered on time and on/or under budget on over 20 deliverables, over \$10M+, in 2005 including four major implementation projects and a NIPM effort.
- Promoted strategic relationships between internal IT resources.

Bank of America

Consultant

- Responsible for managing over 50 cross-functional resources locally, nationally and internationally in leading this substantial effort.
- Prepared key executive level reports on IT metrics for productivity, budgets and strategic planning.
- Successfully delivered a \$3.7M billing application upgrade on time and under budget with a 12% savings.

ALLVAC, Monroe, NC

Consultant

- Managed 6 IT Units (Development, Production Support, Mainframe, Database Administration, Web and R&D).
- Responsible for all software development, documentation, maintenance and implementation for a ~\$600M global company.
- Managed, mentored and coached an IT team comprised of 25 professionals.

V3 Systems, Charlotte, NC

Consultant

- Implemented a warehouse management system for Fujitsu's San Francisco operations and Dell's Australia operations.

Bitwise Enterprise Inc.

1995 - 2001

President

A service-driven organization that provided IT development services in the Washington, DC area to businesses of all sizes. In addition, as Microsoft Certified Trainers, facilitated the Microsoft Official Curriculums at a number of DC area IT training facilities.

Fulton & Associates, Inc., Fairfax, VA

Consultant (IRS Project: Telecommunications Asset Mgmt System - TAMS)

- Managed a \$2MM development project for the IRS.
- Led an IT development in building TAMS, a commercial, web-based application.

EDS, Washington, DC

Consultant

- Led a team on a nationwide enterprise Immigration and Naturalization system in a CMM Level IV environment.
- Integral part of the team that researched and compiled presentation to congress regarding technological recommendations and on-going project status.

- Instrumental in the submission and award of an additional \$2.7M for hardware and software upgrades for this national system.

FDIC, Washington, DC

Consultant

- As a consultant for DIRM (Division of Information and Resource Management) responsibilities included requirements gathering, system design and analysis, system development, testing, implementation and training for 3 applications.
- Applications were developed using object-oriented programming techniques.
- Developed a "Programming Guidelines and Standards" document for FDIC that was implemented company-wide and still in existence today.

Freddie Mac, McLean, VA

1993 - 1995

Senior Tax Manager

- Managed billions of dollars in REMICS (mortgage-backed securities) portfolios including tax reporting of liabilities to investors.
- Developed graphical system models of the Tax Development Phase II and the Single Class Tax applications using design and programming tools.

Orbital Sciences Corporation, Reston, VA

1993

Consultant

- Assisted in the implementation of an accounting system, Deltek.

Prudential Home Mortgage (SASCOR), Frederick, MD

1992 – 1993

Lead Financial Analyst

- Led, researched, and assisted in the implementation of an accounting system.
- Worked closely with the IT team using C++ and Java in a UNIX environment to develop an application that would replace the highly complex spreadsheets used to perform the financial analysis.

NCF Professional Resume Services, Manassas, VA, (President)

1989 – 1995

A service-driven organization that provided career coaching and resume services in the Washington, DC area to individuals and organizations of all sizes.

Citibank, N.A., Washington, DC

1988 - 1990

Mortgage Accounting

- Successfully conducted company-wide financial audits of mortgage systems.
- Performed financial loss research and analysis, forecasting, trending, and management reporting.

Olympia & York Companies USA, New York, NY

1985 – 1988

Accounting Analyst (Commercial Real Estate Firm/Property Mgt. Department)

- Managed the financial operations for multi-billion dollar Wall Street building in NYC with over 30 Fortune 500 companies as occupants.
- Compiled, prepared and presented to senior management all financials (for internal and external reporting).

EDUCATION

Amridge University - Bible / Ministry – 2010

PCCCA, Personal & Leadership Certified Coach, Awarded 2009

Concept to Commercialization: Developing a Product, March 2009

Microsoft Corp, Train-The-Trainer Program - Microsoft Certified Trainer (MCT) - 1996

Strayer University, Computer Information Systems – May 1992

ACCOMPLISHMENTS

Lean Six Sigma Training (2007)

Six Sigma Training (2004)

PMI (2004)

Microsoft Certified Trainer (MCT, MCD) (1996) Trained at the following locations: *ITAT*, Tyson's Corner, VA, *Knowlogy*, Falls Church, VA; *CoreSoft Corporation*, Tyson's Corner, VA