

Amanda Lynn Green

Professional Summary

Product Manager / Project Manager

- Highly motivated, results-oriented, and technically inclined professional with extensive experience in the IT industry encompassing product and project management, information technology consulting, and solutions development
- Experienced in all facets of product life-cycle development, from initial analysis and conceptual design to implementation, configuration, scalability, quality review testing, and enhancements
- Superb communication skills, written/verbal -Demos, POCs, Pre-sales presentation, Designs, C-Suite, coordination, team working, leading people and influencing clients
- Technical Background; Document Management, B.I. Reporting and Analytics, Content Migration, Vendor Management, Quality Control, Solution Marketing, Requirement Gathering and Documentation, API testing, Mobile Apps, Smart Process Applications, MS suites and database , Algorithms, Manufacturing, System Configuration, Addtl...

Work History

Amanda L. Green Consulting, LLC - Consultant

11/2010 – Current

- Process Improvement working with cross-functional design to create software solutions that elevated client and customer experience and significantly improved overall functionality and performance
- Subject Matter Expert analysis of technical design reviews, operations process, and workflow models with recommendations (ie. B.I./Analytics, EDW, Data Migration, Addtl...)
- SaaS Executed on all aspects of a software delivery cycle, managed scope, scheduled and budgeted multi-phase software deliveries, proactively identified and mitigated project risk, provided insight within cross-functional teams in more than one type of delivery methodology
- Perform QA and UAT testing, issue resolution post and pre to launch
- Manufacturing/Distribution/Agriculture Partnered with business to define strategic direction, process definition, and system configuration (Sage X3, NexTec, Addtl...)
- Installation and Vendor Integrations; strategic planning and requirements gathering
- Content/Document Management Systems; develop and enhance practices CMS/DMS process technology and
- Solutions Architect: design technology, ensure proposals and scopes of work are prepared, tracked and manage Development Tem (Agile, Waterfall, Extreme, Scrum, Kanban, MoSCow, Addtl...)

ISGN Corporation, Product Management

01/2016 – 09/2017

- Administered the development of business requirements, use cases, user stories, design documents, testing, and functional specifications to ensure the delivery of a fully functional and market-ready solution
- Lead engineering team activities continuous alignment to ensure proposals and scopes of work are accurately prepared, tracked and managed
- Strategically utilized various project planning and issue-tracking tools in designing solutions within an Agile development environment
- Analyzed frameworks, technology, platforms, and tooling solutions in support of the software releases
- Conducted quality QA testing on products prior to their release for sale in order to avoid negative feedback. Communicated with operators regarding production process, packaging and total output

Kofax Inc. - Industry Solutions Architect

09/2013 - 11/2014

- Designed industry solutions, prepared engineering specification details, use cases, product requirement documents (BRD/MRD/PRD), and the functional specification document (FSD) blueprint in accordance with customer's business needs using Salesforce
- Delivered market requirements, business requirements (MRD/BRD/MRD/FSD), engineering specification details in accordance with business needs using Salesforce, use cases, development plans, sprint scheduling, playback feedback, product testing, and sign-off
- Supervised internal and external customer-facing requirement workshops to support requirements gathering, white-boarding sessions, WebEx meetings, and other forms of presentations
- Coordinated the Agile development process with Product Development Team in automating plans, sprint scheduling, playback feedback, product testing, and sign-off
- Developed solution demonstrations and scripts with Sales Enablement and launch process with Professional Services in determining solutions deployment

AmandaLynnGreen@Hotmail.com

858-774-2177

Murrieta, CA 92563

[LINKEDIN.COM/IN/AMANDALYNNGREEN](https://www.linkedin.com/in/amandalynngreen)

Skill

- Solutions Architect
- Document/Content management (OCR, OMR, EDM, ISO, QMS)
- Integrations, Installations, Upgrades, Cloud Hosting
- B.I. Reporting and Analytics
- Product Design, Manage Software development Lifecycle, Sales (Pre/Post/Demos),
- Customer Engagement, Workshops, Requirements Gathering, Document Specs for Developers (MRD/PRD/FRD/BRD/RRD)
- Audit, Quality Control, UAT/OC/Testing, Regulatory/Industry Requirements(Retention, IT Securit, Consumer Protection, Hippa, Payments,
- Call Center, Agriculture, Hospitality, Banking, Audit, Credit, Payment Processing, Lending, Healthcare, Retail
- SAAS, PM, BO, SPAs, ERP,MRP Enterprise/ Manufacturing Resource Planing, CRM, HRM, CM, ASP, API,
- EDW Enterprise Data Warehouse SME
- Agile,Waterfall, Adaptive, Extreme, Scrum, RUP, Critical, Kanban, Pragmatic, SWOT, MOSCO, APIs

Experience

Extensive end-to-end business process knowledge with hands on experience in areas I.T. (BI, Vendor Management, System/Content Migration, Smart Process Applications, Software), Financial Services, Cloud Hosting, Qc/Audit/GAAP/Series 63/series7, Automation, Robots, Document/Content Management, Data Warehouse, Configuration, Frameworks/Mock-ups, IT Security, Testing, Jira/Microsoft Project/ Asana /Wrike/ /Zoho/ Monday, BPO, Managing multiple engineering teams simultaneously (5+ developers per team) international and domestic, Software lifecycle, Requirements, ROI/CBA, Budget, Manufacturing, Agriculture, Marketing, UI/UX, SEO, Apps/ Mobile/tablets/desktop platform, Installations, Vendor Management, Sales Support, AI, Algorithms, BI, Analytics, Reporting, Forecasting, GAAP, SAAS, Cloud, E-commerce, Process Resolution, Website design, Azure, Client workshops, Training (materials & presenting), Additional...

- Secured Vendor Integration Installation requirement for more than one customer within more than one geography and time-zone used as repeatable best-practices and possible quick-hit marketing cloud opportunity solutions
- Coordinated with Product Development Team in the Agile development process to develop industry solutions
- Teamed with Professional Services in determining solutions deployment for multiple customers within multiple geographical and time-zone used repeatable best-practice quick-hit marketing cloud opportunities
- Secured SPA requirements in collaboration with Document Capture and Extraction, Process Marketing, Mobile, Total Agility, Analytics, and Kapow Integration

Caliber - Sr. IT Analyst/ Operations Exception Manager

11/2011 - 09/2013

- Evaluated department systems and functions by performing project analysis along with any data testing in relation to all project tasks
- Created and monitored status reports to evaluate and track progress of all programs developed by IT to identify and guarantee efficiency of ongoing projects within the workplace
- Performed business intelligence reporting and analytics for loan originations, servicing, and vendors, while generating and maintaining new and existing reporting
- Handled loan origination, requirements documentation, testing, and business problem solving
- Supported the IT team in testing product prior the project completion and sign-off
- Took charge of defining, developing, and establishing key parameter requirement standards for reporting, enterprise data warehouse, and web applications

LTVTrade - Director of Operations

03/2011 - 11/2011

- Assisted in development and marketing of LTVTRADE whole loan trading & portfolio management technology
- Responsible for directing the activities of all functional platform and exchange departments overseeing and improving efficiency of all office systems and equipment, budgeting, and corporate events.
- Developed, implement, evaluated and maintained comprehensive human resources systems and processes including payroll, benefits for new hires, existing employees, and contractors designed to support the business objectives of the company.
- Monitored expenses by creating and monitoring various financial reports, establishing expenditure guidelines, and by approving expenditures to achieve budgeted levels of a profitable operation and aggressively builds capabilities, expertise and service to promote productivity, growth, profitability

National Asset Direct - Portfolio and Due Diligence Manager

11/2007 - 11/2010

- Developed and marketed software technology systems illuminar and xPlair used for servicing, reo, origination & portfolio management
- Managed diligence logistics, including obtaining diligence materials from various counter-parties, ensured delivery to third party vendors, staffing of contractors, and reporting of exceptions found through the diligence process
- Established and Created the policies and procedures for wholly owned subsidiaries iServe servicing, iServe REO, and iServe Mortgage
- Managed due diligence for all acquisitions, including logistics, travel, obtaining materials from various counter-parties, ensured delivery to third party vendors, staffing of contractors, performed final review and sign off of all reviews, and prepared detailed reports and analysis of all final due diligence results and findings for senior management
- Conducted Investigation and Evaluation of Title Issues, performed Analysis and Implemented Solutions to Resolve
- Actively surveyed portfolios to identify potential problem areas in securitization and their underlying assets using quantitative tools to achieve scale across large portfolios.
- Responsible for Procurement of Title Documents, Appraisals, Surveys and Other Investigatory Information Necessary to Conduct a Basic Investigation into and Evaluation of Title Issues and performing Analysis of Appropriate Actions while Implementing Solutions to Resolve Title Issues
- Performed asset valuations for large portfolios using a blend of model-based analysis and market-based pricing
- Coordinated with servicing loan boarding team to ensure consistent and accurate flow of diligence information for the loan boarding process to maximize servicing efficiency, and with the Cure Platform manager for post-close cure requirement

Accredited Home Lender – Sr. QC Internal Audit/Capital Markets

09/2004 - 09/2007

- Trend monitoring and analysis of data monthly, quarterly, and annually gathered from audits including but not limited to Board/Executive Management/Investors, Repurchase, Loan Reviews, Problem Loans, performance ranking and monitoring of characteristics such as: turnover, repurchases, investigations, non- performing assets, and production
- Prepared Monthly Bid pools and Data analysis for investors and senior management as requested
- Assisted in pricing and collateral securitization, including tracking and monitor all sales/trade documentation and approvals
- Capital Markets Loan Pricing, collateral, and securitization; including tracking and monitoring all sales/trade documentation and approvals
- Performed audit reviews, sign-off on completed case files, verifying accuracy, and completeness. analysis and technical specifications of requirement standards for application development

Technical Acumen

Word, Outlook, Excel, PowerPoint, Visio, Access, HIPAA, Project Adobe Creative Suite Photoshop, Illustrator, Acrobat, Microsoft Project, InDesign, Atlas Tax Software, Blaze, Kapow, Cloud Management, Product Life Cycle Management, Microsoft Teams, Microsoft SharePoint, Project Management, AltoSoft, Lotus, CII, Quest, Trek, Smart Process Application, IBM, Dell EMC, Xerox, Azure, eCommerce, Front Door Automated Underwriting, VMware, Salesforce, SAP, Oracle, Encompass, SOX 404 Compliance Software, Cogent, Managed service provider (MSP), LPS Software, xPlair, FICS, Fiserv, ComplianceEase, Res.Net, REOTrans, Automated Underwriting, Aravo, C-Level, QuickBooks, Content Management Systems, Drupal, TravelClick, JIRA, Tempo, Gators, Lsams, Document Management Systems, AWS, DITA, GAAP, Cogent, Empower, Black Knight, Lois, ProClarity, Focus, The Learning Connection, PowerSeller, Kofax Total Agility and OpenStack, Price Model Methodologies, Six Sigma, Scrum, Agile, Waterfall, Extreme, MoSCoW, Net Present Value (NPV), SOW, Financial Analysis, Skype, 8x8 (asst. conf services), Tempo, Story Mapping, MRP, ERP, Sage, Nextec, Metrc, BarTender, Rapid Applications Development, SQL, Cost Benefits Analysis, Value Vs Risk, Scorecard, Features and Classification, Kano Model, Quality Function Development, Addtl...

Education

San Diego State University

San Diego, CA

B.A: Fine Arts - Painting and Printmaking

Miracosta College

Oceanside, CA

Property Management | Real Estate

Miracosta College

Oceanside, CA

Real Estate And Business Law

License/Certification

Financial Industry Regulatory Authority (FINRA)

Series 63: Uniform Securities Agent

- Seeking business for a broker-dealer through customers/potential customers
- Opening accounts, transferring assets and maintaining account records
- Evaluating customers' other security holdings, financial situation, needs, tax status, financial status, and investment objectives, Obtain orders, take and place trades ,followups
- Providing customers with information on investments and making recommendation

- Updated interest rate, and revenue calculator according to market demands and trends
- Responsible for reconciling all data discrepancies, and due diligence issues for investors for all transaction
- Managed monthly reporting and data updates for a variety of departments and issues related to loan production and performance within the company
- Managed audit sample selection and monthly process to ensure selected reviews are representative of all product lines, organization sources, and production departments

Household Finance/Wells Fargo Mortgage - Manager

06/2003 - 08/2004

- Mortgage Resources Emerging Markets-Duties Detailed in current and/or previous positions in areas of financial services
- Responsible for Branch Sales of residential Mortgages both purchase and refinancing
- Create and foster internal and external relationships with Mortgage service departments, Realtors, and lawyers to effectively generate new business and potential leads
- Effectively utilized promotional events, public announcements, and telemarketing to solicit
- Responsible for coordination of branch sales \$45M full Service branch, audit, risk management, underwriting guidelines for residential secured and unsecured lending and Insurance products
- Managed outbound/inbound call center for mortgage origination, including lead generation and assignment, while monitoring performance and assisting in training to maximize individual employee results
- Increased productivity of First Mortgages by 750% and Second Mortgages by 600% in nine months
- Ensured employees trained, provided feedback and coaching to co-workers/employees on customer service/retention, underwriting business development, sales behavior, payroll, and relationship management to maintain high output of various products and services

Deloitte & Touche - Property Tax Specialist

06/2001 - 05/2003

- Responsible for handling A/R, A/P, G/L, Outsourcing, Invoicing, Receiving, Approving, and processing property tax bills Supplemental/Escape, Value Notices
- Due Diligence Analyst financial forecast/Analysis and compiling financial data to prepare budgets
- Reconciled Tax Bills, Assessment Notices, approvals and discrepancies for all property types including Commercial, Residential, Fixtures, Personal Property, and all financial reporting

Wells Fargo Bank - Retail Business/Consumer Banking and Lending

09/1996 - 06/2001

- Responsible for customer service and Sales for personal/business financial services and banking products in investments/securities, Pension/401k/IRA/ROTH, Trusts, Corporations, Sole Proprietor, Partnerships, Private banking, Secured/Unsecured credit and lending products
- Coached co-workers on customer service, business developments, risk management, audits, and sales

Financial Industry Regulatory Authority (FINRA)

Series 7: Securities License

- Seeking business for a broker-dealer through customers/potential customers
- Opening accounts, transferring assets and maintaining account records
- Evaluating customers' other security holdings, financial situation, needs, tax status, financial status, and investment objectives
- Providing customers with information on investments and making recommendations
- Obtaining and verifying customer's purchase and sales instructions, entering orders, following up

Institute of Internal Auditors
Audit Report Writing

Public Notary
State of California

References

- Binni Skariah
Binni@skariah.com
(214) 505-1210
- Carl Hillier
Carl.Hillier@gmail.com
(949) 466-0398
- Mark Petersen
Markpetersen@cox.net
(619) 857-8289
- Mark Dawson/
Mdawson@firstunited.com
(972) 816-1933
- Clay Gulick
Clay@ratiosoftware.com
(302) 383-7042
- Robert Lavarn
Robert.lavarn@gmail.com
(214) 986-9078
- Bruce Orcutt
Bruce.Orcutr@abbyyusa.com
(949) 887-0136
- Anthony Maccio
AnthonyMacciola@abbyyusa.com
(714) 812-8181
- Finra certifications not assigned to a broker
- State Notary due for renewal