

TOM MALOOF

Call ASC Office (505) 286-9353

QUALIFICATIONS

Goal-oriented senior project manager with expertise in strategic analysis/planning and managing complex projects, as evidenced by consulting engagements through Business Partners, Inc. Results-oriented specialist with a strong focus and proven record of driving delivery to meet milestones and timelines. Accomplished change specialist with ability to manage the process of innovative change effectively. Analytical problem solver with strong time management and multi-tasking skills. Detail-oriented professional proficient at identifying areas for improvement in internal processes and offering constructive suggestions for change. Team builder and motivational leader with aptitude to promote team members to excel individually and as a group, concentrating on cost, profitability, and delivery. Expert cross-level communicator with superb interpersonal skills; ability to interact with individuals at all levels and cultures. PMI certified.

PROFESSIONAL EXPERIENCE

BUSINESS PARTNERS, INC., Middleboro, Massachusetts 03/2000-Present
Consultant / Project Manager / Outsourced Kronos Support

- Provide outsourced day-to-day support for Kronos
- Provide technical team for upgrades, process improvement projects and configuration, including Connect
- Current Clients
 - Northern Arizona Healthcare, Flagstaff, AZ
 - Navarro Pharmacy, Miami, FL
 - NY Post, New York, NY
 - Philadelphia Inquirer, Philadelphia, PA

Northern Arizona Healthcare, Flagstaff, Arizona 03-2010-Present
Project Manager / Outsourced Kronos Support

- Re-engineered and configured Kronos V6.1 to improve their business processes and accuracy of their payroll.
- Provide outsourced day-to-day support for Kronos

BJ'S WHOLESALE, Natick, Massachusetts 06/2009-Present
Consultant / Project Manager / Business Analyst

- Re-engineered and documented HR/Payroll process prior to implementation of PeopleSoft/ADP.
- Managed payroll project plan; defined test strategies, defined/managed User Acceptance Testing Phase and Go Live.
- Documented the business requirements document and technical spec for the post go live tasks for PeopleSoft, ADP and Kronos

Consultant / Senior Project Manager

- Integrated the Wall Street Journal into the NY Post circulation and systems.
- Planned and implemented the ADP PayForce HR & Payroll system.
- Managed the Business Partners team in defining pay rules, test cases, and Go Live requirements.
- Implemented eTime (Kronos) for end users, including nine unions.
 - Configured Pay Rules in eTIME.
 - Designed “Best Practices” for each pay group.
 - Documented Business Requirements and union pay rules.
 - Created unions’ test cases and executed test plan; developed User Guide and training material.
 - Trained end users on new software, IT staff on configuration and interfaces, and transitioned support to internal team post Go Live.

NOT YOUR AVERAGE JOES, Middleboro, Massachusetts

08/2008-05/2009

Consultant / Senior Project Manager

- Directed implementation process of ADP HR Anytime and ADP.
 - Defined data conversion; created test plans and Go Live project plan.
 - Managed User Acceptance testing.
 - Implemented ESS and Benefits for employees and MSS for restaurant managers.

VERICENTER, Boston, Massachusetts

08/2007-12/2007

Consultant / Senior Project Manager Datacenter Migration

- Administered, coordinated, and designed the build out for new client datacenter, including the relocation of 100 servers.
- Collaborated with vendors to secure maintenance contracts and clarify support responsibilities.
- Created test scenarios for all servers and applications, documented the test scenarios.
- Led business stakeholder’s communication meetings weekly.

CITIZENS BANK, Smithfield, Rhode Island

09/2006-01/2008

Consultant / Senior Project Manager

- Managed, planned, and documented PeopleSoft HR/Payroll year-end and year begin processes.
- Supervised Quarterly tax processing and W2’s for 25,000 employees.
- Integrated/implemented ADP’s outsourced Tax, Garnishment, and Check Printing services with PeopleSoft HR & Payroll and Talx with ADP tax reporting and PeopleSoft payroll.
- Directed PeopleSoft Payroll implementation and conversion from Ceridian’s outsourced payroll services.

COMVERSE, Denver, Colorado

08/2006-12/2006

Consultant / Senior Project Manager Datacenter Migration

- Managed, coordinated, and designed the build out for new client datacenter, including the redesign of the network and relocation of 200+ servers; directed the execution of the weekend move.
- Controlled/supported entire documentation phase, vendor contracts, and stakeholder’s worldwide datacenter relocation.
- Collaborated with vendors to secure maintenance contracts and clarify support responsibilities.
- Designed/documentated the test scenarios for all servers and applications.
- Led, weekly, business meetings with stakeholders.

TOM MALOOF**Professional Experience****Page Three**

PHILADELPHIA INQUIRER, Philadelphia, Pennsylvania

05/2006-03/2007

Consultant / Senior Project Manager

- Led the implementation project of ADP Enterprise HR/Payroll, Manager and Employee self service.
- Defined data conversion; created test plans and Go Live project plan.
- Received team acknowledgement in the HR Review and ADP as one of the top implementations in 2007

KNIGHT RIDDER, San Jose, California

02/2004-04/2006

Consultant / Senior Project Manager (03/2005-04/2006)

- Planned, coordinated, and managed team of 12 analysts and programmers during the implementation of Kronos Time and Attendance system, configuring 10 unions using clocks and multiple interfaces; project completed on time/under budget.
- Led, designed, and purchased the production, development, and offsite Disaster Recovery (DR) system.
- Developed, implemented, and tested the production and DR systems.
- Re-engineered the scheduling, and time collection/approval processes, saving \$300 million in the first 6 months after Go Live.
- Produced training material, scheduled training for employees.

KNIGHT RIDDER (*Continued*)**Consultant / Senior Project Manager (02/2004-03/2005)**

- Managed process flow (current state) completion and implementation of WorkBrain Time/Attendance system with Fidelity at 6 newspapers, throughout the United States.

XL CAPITAL – DATACENTER MIGRATION, Stamford, Connecticut/Bermuda

08/2003-02/2004

Consultant / Senior Project Manager

- Coordinated/controlled server relocations to corporate data center , including HP 9000 database servers/associated Compaq application, and Citrix servers as well as the consolidation of Schaumburg Data Center.
- Controlled the upgrade process of the production D&B application/database servers from Bermuda office to corporate data center.
- Redesigned the WAN, security, and third party frame lines, DNS, Active Directory, and upgrade of the servers to meet corporate standards.

FLEET CAPITAL LEASING – SAP, Providence, Rhode Island

03/2003-07/2003

Consultant / Senior Project Manager

- Managed workflow process, reports, and integration of Blueprint phase to Realization (ASAP methodology); project manager for BW (Business Data Warehouse); modules included CRM, LAM (Lease Asset Management), R3, and BW.

TOM MALOOF**Professional Experience****Page Four**

KNIGHT RIDDER – FIDELITY DATA CONVERSION, Miami, Florida

02/2002-04/2003

Consultant / Senior Project Manager

- Managed end-to-end data conversion of 32 legacy HR and payroll systems that required 32 newspaper properties to be converted from legacy HR/PR systems to Fidelity (outsourced vendor), utilizing Oracle HRMS; legacy systems included Cyborg, GEAC, ADP, Lawson, People Soft, and several in-house developed systems.
- Conducted data mapping, scrubbing, data conversion programming, and delivery of data to Fidelity.
- Escalated project, completed on schedule (9 months) and under budget (\$1.2 million) with a team of four senior project managers and five programmers; client had 18,000 employees in 32 locations with numerous unions.
- Provided outsourced data warehouse service for 401K testing and payroll history.
- Designed, developed and implemented a desktop timekeeping solution for 18,000 employees supporting union rules and business requirements; PC based system supports interfaces from electronic timekeeping solutions.
- Designed, tested and deployed disaster recovery for properties.
- Managed the disbursing and collecting of time files for processing weekly/bi-weekly payroll, and sending files to Fidelity.

GENUITY, Woburn, Massachusetts

03/2000-11/2001

Consultant / Separation Program Manager

- Directed staff of 160 for a \$40 million FCC mandated fixed deadline program with significant fines/penalties for noncompliance, delivered program ahead of schedule and under budget.
- Provided executive reporting to senior management/executive steering committees.
- Managed seven major and several subprojects.

Implemented Project Management Office (PMO)

- Managed and reported on all IT projects, implemented standard reporting metrics, reports, budget, and change control procedures; conducted monthly review meetings and chaired the PMO steering committee.

Project Manager, Software/Hardware Licensing and Contract Negotiations

- Reduced new licensing costs by \$5 million and ensured Genuity complied with all vendors.
- Inventoried and reviewed Genuity software, hardware, and maintenance contracts, as part of the Verizon separation.
- Negotiated new agreements with Oracle, SAP, Metasolv, Microsoft, Informix, Compaq, Sun, HP, EMC, BMC, Cisco, and Lucent.

HR/Payroll SAP conversion to Oracle Financials 11i (Sept 2000 – December 2000)

- Managed the IT project plan, data conversion, system validation, and Go Live schedule.
- Escalated project timeline, delivered on schedule in four months.
- Completed data conversion of 5000+ employees with history, attaining 99.99% accuracy.
- Managed design and programming (C++, Java) of all legacy and vendor interfaces, infrastructure and security changes, and procedures.

SAP ERP Implementation (June 2000 – October 2001)

- Implemented web-based time-and-expense reporting, financials and project systems as the corporate financial system V4.6B, Materials and Logistics as part of ERP initiative, and Data Warehouse using SAP and Vitria.
- Designed and programmed the specifications for all legacy and vendor interfaces.
- Administered the budget, staffing, and project plan.

GENUITY (*Continued*)

Corporate Datacenter Build-out (October 2000 – June 2001)

- Built out the corporate data center, including raised floor, power, HVAC, security, redundancy, and disaster recovery.
- Installed seven Sun E10000's to support SAP, Arbor, TBS, and Seibel.
- Implemented Oracle as the standard database for enterprise applications, EMC SAN technology, BMC Patrol for database and infrastructure monitoring, disaster recovery, failover capability, and configuration management procedures for all components of the data center.

Facility Build-out and Office Relocations (June 2000 – June 2001)

- Completed 700-person office facility build-out, including an internal data center.
- Managed all subcontractors, including wiring, power, HVAC, architect, construction, and security.
- Relocated the existing data center into the new facility, including Lucent phone switch and PBX, storage arrays, numerous Compaq and Sun servers, and redesign of the LAN (Cisco routers and switches).

STONE & WEBSTER ENGINEERING CORPORATION, Boston, Massachusetts 11/1997-03/2000

Chief Information Officer

- Managed company-wide information technology in a global engineering and construction firm.
- Directed a staff of 175 employees and a budget of over \$50 million

PARSONS, Boston, Massachusetts

10/1996-11/1997

Senior Manager of Corporate Information Technology

- Managed the corporate-wide information technology division for global engineering/construction company.
- Oversaw an IT budget of \$32 million and a staff of 160.

PARSON, Boston, Massachusetts

01/1990-10/1996

Senior Manager of Applications, Information Technology

- Managed the Applications group for the Corporate Information Technology division, which provided application, programming, and database support.
- Directed a staff of 90 employees and a budget of \$15 million.

EDUCATION

NORTH ADAMS STATE COLLEGE, North Adams, Massachusetts

Bachelor of Science, Computer Science

CERTIFICATIONS

- PMI, Project Management Professional
- CCNA, Cisco Certified Network Associate

SKILLS

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| • PeopleSoft HR & Base Benefits | • PeopleSoft Payroll |
| • ADP Enterprise | • ADP Pay Force |
| • Oracle Financials | • Ceridian |
| • Kronos | • MS Office |
| • ADP Etime | • Workbrain |
| • JDE AR | • MS Project |