
Transition Specialist Resume

Job Objective

To obtain a position as Transition Specialist in which my skills can help to increase the number of clients and sales for the company.

Summary of Qualifications:

- Huge experience in Transition Planning and negotiating contracts
 - Broad understanding of IT development methodologies
 - Familiarity with Investment Banking, Asset Management and Wealth Management products and services
 - Strong presentation, analytical and communication skills
 - Excellent project management and organizational skills
 - Amazing ability to understand, interpret and draw conclusions from management and financial data
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Work Experience:

Transition Specialist, May 2006 – Present
Dynamic Educational Systems, Houston, TX

- Facilitated meetings with Clients, technical staff, and Account leadership on a regular basis.
- Maintained and updated project information.
- Enforced the financial discipline throughout the process to ensure budget compliance.
- Produced the professional and accurate documentation ensuring compliance to standard practices and Project Quality.
- Participated in the Account meetings and advised on status of transition programs.

Transition Specialist, March 2003 – April 2006
Waddell & Reed, Houston, TX

- Worked on high-level business process analysis to define required project tasks.
 - Determined the priorities and monitored and reported status of assigned project on a routine basis.
 - Served as a resource for process redesign and development for performance criteria.
 - Presented project plan to the customer and facilitated meetings and workshops.
 - Provided guidance in strategic provisioning planning to project team and customer.
 - Implemented project management practices that resulted in successful project delivery.
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Education:

Bachelor's Degrees in Education, McKendree College, Lebanon, IL

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