FRITS J. BOS, PMP

1602 - 145 Hillcrest Ave., Mississauga, ON, L5B 3Z1

Cell: (416) 524-7790 Email: frits@pm4hire.com Website: www.pm4hire.com

Project Manager

(416) 524-7790

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www.pm4hire.com

B.A. Economics
York University

PMP # 240358
Project Management
Institute

Professional Skills

PMBoK, Prince2,
Agile/Scrum SDLC/PMLC
Resource Management
Team Building
Vendor Management
Business Cases
Planning & Budgeting
Seminars & Workshops

Technical Skills

Programming, Excel-VBA
Business Analysis
Systems Design
Architecture, BCP/DR
Quality Assurance/Testing
PCI, Basel, IFRS
MS-Office, MS-Project

Profile:

As an IT systems project manager with a forty-year professional career in the finance and banking industry, I currently work in partnership with firms looking to effectively communicate their products, services and methodologies in technical and training materials. With my experience, I can enhance and illustrate concepts with context and a deep understanding of the core necessities of the financial industry. I help my client's forge lasting relationships with end-users through active and meaningful communication as an experienced technical writer.

I have in-depth knowledge of project management methodology, and I teach and mentor in project managers in aspects like project scoping and planning, scheduling, tracking, and reporting. I have excellent presentation skills and delivered seminars and workshops in project management, and I delivered courses at a college level.

Relevant Experience:

Senior Project Manager, Architect, Technical Writer

Creditron Inc.   May 2015 – Apr. 2018

Developed a product strategy for cloud-based remittance processing applications with Items Scanning and card payment processing. Developed and wrote project development standards, secure coding practices, preventive QA, DevOps, and testing practices. Created the collateral for a product Patent Application (that is currently pending on cloud-based architecture). Project managed customer implementation and customisation projects.

Faculty – Lead Instructor

Everest College   Nov. 2013 – Feb. 2015

Taught college-level courses in Accounting, Business, Economics, Finance, and Career Skills. Created Business courses integrated with MS-Office tools, writing focused instructor notebooks for students. Redeveloped Business Essentials and Business Case course materials for entrepreneurial studies with Excel models.

Senior Technical Writer and Consultant

WriteForHire   June 2000 – Current

Worked with various banks and financial service firms to write manuals, business presentations, IT systems reports, project management methodologies, training strategies, product guides and industry specific learning guides.

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Project Manager

Management Skills:

Flexible and able to run strategic and/or complex programs/projects with many concurrent work streams

Organized to manage a portfolio of new initiatives and work in progress, and to manage benefits realization.

Familiar with in-house, outsourced, and off-shore development and vendor management; and with RFP/RFQ processes.

Automated Financial planning/budgeting & project administration systems, resource management systems,

Business Intelligence and Operations Research analysis with Data Warehouse storage and retrieval.

Business process analytics, operations streamlining, data management architecture, technology planning

Thrive in a fast-paced environment with multiple (concurrent) projects in a program management environment.

Communicate business solutions with non-technical stakeholders in product terms that keep them engaged.

Excellent organizational, analytical, and problem-solving skills, able to design and facilitate workshops.

Professional Experience:

Senior Project Manager, Architect, Technical Writer

Creditron Inc.	May 2015 – Apr. 2018

Developed custom Gift Catalog functionality for ECP software.
Managed product upgrades for PCI compliance and PCI PA-DSS certification.

Faculty – Lead Instructor

Everest College	Nov. 2013 – Feb. 2015

Lead instructor for Accounting, Business, Economics, Finance, and Career Skills.

Senior Project Manager

CIBC	Sep. 2012 – Nov. 2012

Developed business cases and financial plans for Data Warehouse application projects using Netezza and Exedata.

Senior Project Manager

TD Bank Financial Group	Sep. 2010 – Apr. 2012

Barrie datacenter construction: coordinated Contractors, Engineers/Architects, as well as TD applications development, infrastructure, and operations teams.
Managed an RFP and evaluated CMS/CMDB products for datacenter operations.
Managed network/server monitoring implementation for datacenter operations.

Senior Project Manager

Bank of Nova Scotia	June 2010 – Sep. 2010

Enterprise Infrastructure - Documented BladeLogic (BMC) implementation and resolving cross-project dependencies for CMDB rollout.

Senior Project Manager

Bank of Montreal	Sep. 2009 – Dec. 2009

Manage implementation requirements and document Broadridge infrastructure implementation project plans for IP-Secure remote printing network deployment

Senior Project Manager, QA

Sobeys & ClearCell	Mar. 2009 – Sep. 2009

Interface ClearCell B.I. software and Sobeys' SAP software to validate B.I. results.
Documented the ETL processes that create the B.I. analytical base tables.

Demonstrated leadership, team-building, and mentoring skills, able to motivate team members to step up

Trained and experienced in performance evaluation and management of staff resources and consultants

Creative, flexible, dynamic, enthusiastic, passionate, and highly organized to deliver exceptional results.

Languages

English (Speak/Read/Write expertly),

Dutch (Speak/Read/Write expertly),

French (Speak/Read),

German (Speak/Read).

Senior Project Manager, Program Manager

Aviva Canada Insurance   Feb. 2007 – Sep. 2008

Defined product-based requirements and financial plans to establish a brand.
Aligned web-enabled interfaces and products and plan an Infrastructure (SOA).
Implemented product-based program planning, financial tracking, and Reporting.

Senior Project Manager

Bank of Montreal   Sep. 2005 – Oct. 2006

Managed Retail Credit Quality Control - Business Tracking Database & data extraction project, saved 90% off budgeted development cost with release-based rollouts, lean RAD/JAD (Rapid Application/ Joint Application Development).

Senior Project Manager

MRS – Mackenzie Financial   Jan. 2005 – July 2005

Managed Investor Group Assets Database Conversion, Migration with customized ETL initiatives and many parallel projects.

Senior Project Manager / Test Automation Architect

TD Bank Financial Group   Mar. 2002 – Sep. 2004

Managed projects for Quality Assurance - Test Automation - Methodology Quality Assurance - Test Automation – training and deployment of test automation.
Managed RFP for Test Automation software procurement (Worksoft Certify!).

Senior Project Manager

Symcor Services   June 1999 – May 2001

Managed Y2K application upgrades with 3 development teams (30+ staff).
Established Technical Writing and Intranet Support, and RUP workshops.

Project Manager / Development Manager

Applied Communications Canada Inc.   July 1996 – Apr. 1999

BASE24 ABM/POS Y2K Upgrade Canadian FIL applications - Planning & Execution of applications and support infrastructure upgrades.

Project Leader Development

Dow Jones Telerate   Sep. 1994 – Sep. 1996

Maintenance of **QDS** - World-wide Stock Exchange Quotes Distribution System

Project Manager (MP5) Construction

Ontario Hydro, Nuclear Operations Branch Aug. 1986 – July1993

Pickering Nuclear Generating Station, Reactors 3&4 Overhaul.
Developed NOB estimating and cost reporting system, tool management system.
Implemented TQM processes

Education and Training

BA Economics
York University – Atkinson College   **1984**

PMI # 166605   **PMP # 240358**   **2005**
- Volunteer with PMI-Toronto on methodology and professional mentoring

Website Content Development   These are websites where much
- **www.pm4hire.com**   of my writing is published.
- **www.writeforhire.com**
- **www.excelinbusinessmanagement.com**
- **www.excelinprojectmanagement.com**

- **Development of training courses (self-study and corporate training)**

Career training:
- Professional Job Search Skills
- Career & Employment Strategy
- Professional Workplace Behavior
- Managing Workplace Downsizing
- Study, Planning & Budgeting Skills

Business Studies:
- Essential Business Skills
- Bookkeeping & Accounting
- Finance
- Economics Fundamentals
- Business Law
- Human Resources Management
- Business writing
- Marketing Plan
- Business Plan

Office Management:
- Business English & Proofreading
- Dictation & Keyboarding
- Data Management Skills
- Customer Relationship Management
- MS-Office Applications
- Marketing & Selling Skills
- Office Technology and Practices
- Project Management Assistant

Training Management:
- Teaching
- Coaching
- Mentoring
- Seminar & Workshop Organizing & Presenting

Project Management:
- Project Management Basics
- Basic Project Management
- Keep It Simple Scheduling
- SMART Message & Activity Tracking
- PEARL Project Evaluation & Reporting
- PRISM Project Reporting Milestones
- SCOPE Strategic Planning
- TaskMaster Project Management
- TaskMaster CCPM Client-Centric PM
- TaskMaster DRAPE Disaster Recovery
- UPBEAT Product-based Planning
- SPRITE Smart Projects Rapid Implementation Technique
- SCRUM Methodology
- FAME Financial Analysis Modeling
- PRICE Implement Cost Estimates
- REVEAL Requirements Elicitation
- SPARE Strategic Procurement
- SCIENCE Excel Simulation Engine
- SPORT Swimlanes Process OR Techniques
- GATES Generate Automated Tests
- TILT Timed Input & Logic Testing
- PROMPT Project Management Professional Training
- PMP Exam & PMBoK Training
- PMP Exam Training Bootcamp
- PMP Exam Testing Simulation
- Project Management Methodology & Project Management Software (Excel - VBA)

Certificates

York University

The Chancellor and Senate of York University in Toronto, Canada, confer on

Frits Johan Bos

who has completed to the satisfaction of
The Joseph E. Atkinson College all the requirements of the course of
study appointed by the statutes of the University, the degree of

Bachelor of Arts

and grant all the honours, rights and privileges which appertain to this degree.
June, 1984.

Chancellor

President and Vice-Chancellor

Project Management Institute

THIS IS TO CERTIFY THAT

Frits J Bos

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

Peter Monkhouse · Chair, Board of Directors

Mark A. Langley · President and Chief Executive Officer

PMP® Number 240358

PMP® Original Grant Date 25 July 2005

PMP® Expiration Date 24 July 2015

PMI
Project Management Institute