

# LYNN A. RATHBUN, MA, PMP

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## ATTRIBUTES

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- ❖ **ADEPT STRATEGIST** who is exceptionally well-organized, an excellent problem solver who is resourceful and a goal oriented individual.
- ❖ **OUTSTANDING** oral and written communication skills with the ability to anticipate needs and prioritize.
- ❖ **TIMELY** with deadlines, a strong facilitator who cultivates a team atmosphere and thrives in a fast paced, challenging environment.

## ACCOMPLISHMENTS

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- **NEW BUSINESS PROCESS IMPROVEMENT** Initiative resulting in annual savings of \$250,000.
- **IDENTIFIED PROFITABILITY POTENTIALS** resulting in annual earnings of \$350,000.
- **PROVIDED ANALYSIS OF COST STRUCTURE** for foster care system and developed an improved report tracking system that maximized reimbursement requests.
- **IDENTIFIED AND CORRECTED ERRORS** in the existing SAS model that resulted in recalculation of sub-prime portfolio losses from 5% to over 25%.

## PROFESSIONAL PROFILE

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**Results oriented** Project Management Professional with experience developing, establishing and continuing projects in financial Services and in the Utilities sectors. An experienced team leader who understands the need to meet the bottom line while delivering quality, customer satisfying on time services.

### Industry Experience:

Financial Services, Banking, Utilities, Government

### Functional Experience:

Analyst, Project Manager, Consultant, Contract Administrator

### Selected Skills:

- Project Management
- Relationship Management
- Employee Development
- Budgeting
- Compliance
- Vendor Relations
- Training
- Administration

## PROFESSIONAL EXPERIENCE

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### PRO-TECH CONSULTING, INC., CLARENCE, NY

2008

#### **Project Manager @ M&T Bank**

- Establish a project management office within Consumer Asset Management to coordinate end-to-end technical project management.
- Develop partnerships with business managers to gain an understanding of underlying business drivers and issues that may affect financial performance.
- Introduce, coach and mentor project management methodology to department management and project administrators.

### PSNC Energy Inc., GASTONIA, NC

2000 - 2006

#### **Senior Analyst/Project Manager**

2002 - 2006

- Manage the technical assessment process of strategic planning initiatives tied to corporate bonus structure.
- Direct and monitor resources; ensure completion of schedules.
- Develop and direct the development of test plans and scripts; perform client testing for routine to complex processes to ensure proper system functioning. Prepare initial project costs; track actual costs during the life of a project. Report on project cost and schedule variances.

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## PROFESSIONAL EXPERIENCE (CONTINUED)

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- Value potential customer acquisition candidates using discounted cash flow analysis, comparables analysis and other financial tools.
- Develop and maintain regulatory capital forecasting models, and evaluate the pro forma impact of acquisitions and/or capital investment on actual and forecast capital levels.
- Conduct portfolio segmentation analysis using rate structure, demographic, behavioral, market, and economic data.
- Determine empirically derived growth strategies based on the allowable rate of return, net margin, capital investment and elasticity of demand.

### Performance Measures Analyst

2000 - 2002

- Provide profitability analysis for capital asset investment.
- Collaborate in strategic plan development, execution and metrics.
- Manage cross-functional initiatives.
- Design and implement Balanced Scorecard measures and communication updates.
- Create training manual and develop corporate-wide training sessions on the profitability model used for customer acquisition.

### BANK OF AMERICA, INC., CHARLOTTE, NC

1999 - 2000

#### Credit Policy Analyst IV

- Conduct portfolio segmentation analysis using origination, financial, demographic, behavioral, market, and economic data.
- Monitor portfolio performance and make empirically derived recommendations in support of business decision-making.
- Develop delinquency and loss forecasts of sub-prime lending portfolio for management and investors.
- Research and provide global impacts on housing market for economic update of internal quarterly business journal.

### GUILFORD COUNTY, GREENSBORO, NC

1992 - 1999

#### Consultant

1999

- Data mine and identify consumers in NC State Department of Mental Health database that meet eligibility requirements for allocation of federal funds for the Thomas S. Program. Manage budget of over one million (\$1,000,000.00) dollars.
- Develop and maintain regulatory audit documentation of allocation.

#### Contract Administrator

1995 - 1997

- Manage contracts over \$35 million and ensure County compliance with federal and state regulations for the Thomas S., Willie M., and other Mental Health programs.
- Reconcile funding accounts for county payments and state reimbursement. Perform monthly audits.

#### Accounting Technician

1992 - 1995

- Ensure compliance of monthly reimbursement requests and reconciliation reports to the State of North Carolina for each funding account.

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## EDUCATION

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UNIVERSITY OF NORTH CAROLINA, GREENSBORO, NC  
Masters of Arts

Applied Economics

UNIVERSITY OF NORTH CAROLINA, GREENSBORO, NC  
Bachelor of Science

Economics

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## PROFESSIONAL DEVELOPMENT

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Certified Project Management Professional; PMP 1253510; May 2009, SAS, SPSS, STATA, Statit, TSP, LOTUS Notes, MS Office Suite, PBViews, Visio, Windows 2003-2007, Windows NT, Windows XP, Windows Vista, IBM, DEC, VAX, UNIX, HRIS systems (PeopleSoft and PowerPlant), Internet Explorer 8.0, Mozilla Firefox, Statistical Process Control and Lean Manufacturing training.