

Ronald C. Missel
3905 Bowen Rd. – Unit 48
Lancaster, N. Y. 14086
716-913-7866 (cell)
rcm_14617@yahoo.com

CONTRACT PROJECT MANAGEMENT EXPERIENCE

PROJECT MANAGER (Contract Position)

HSBC Bank, USA, DSS Branch Services

TEK Systems - Rochester, N. Y.

6/06 – 3/09

Managed numerous and varied IT and Telecom projects throughout the US, including budget preparation, progress tracking, hardware procurement, project planning. Interfaced with Financial Services, Data Networking, ATM Operations, Application Engineering, PBX Group, Info Security & Risk. Projects included:

- **CERTIFICATION & IMPLEMENTATION OF MICROSOFT SMS TO HSBC ATMS:** Determined the requirements & process to deploy system patches to 600 Diebold & NCR ATMs. This capability enabled ATM Ops to electronically deliver patches and upgrades (vs. on-site field installation) to the ATM base resulting in annual savings approaching \$500,000. (CURRENTLY IN ROLLOUT)
- **GENERAL ATM IMPLEMENTATION:** Handled day-to-day implementation of new and upgraded ATMs including equipment ordering, invoice processing, network configuration, tracking, team & vendor notification, construction liaison. Responsibility was a “backfill” for staff person on leave. Also included documenting the IT ATM process (ON GOING).
- **CALL MANAGEMENT:** Involved rerouting of telecom call traffic from 150-plus HSBC branches to a nationwide Call Center, including scheduling, system upgrades, & telco service modifications in conjunction with HSBC Financial Services, IT and vendors (COMPLETED).
- **WTAS DOCUMENT MANAGEMENT:** Implemented document scanning, storage and retrieval system at eleven US tax offices, including budgeting, equipment procurement, bandwidth evaluation, scheduling and pilot project (CANCELED – DIVISION SOLD).
- **VISION ON LAPTOP INSTALLATION:** Assisted with installation of Vision business software on 400 existing/new laptops, including coordination of in/out shipping, equipment ordering, & scheduling, internal billing reconciliation (COMPLETED).
- **LOS ANGELES BRANCH EXPANSION:** Redeployment of personnel, equipment, data and telco equipment to new facility (COMPLETED).

SITE COORDINATOR / PROJECT MANAGER (Contract Position)

Energy East-New York State Electric & Gas Comet Project

TEK Systems - Rochester, N. Y.

4/05 – 12/05

Developed and delivered the desktop upgrade/migration plan(s) to project deployment team for approximately 2200 users and 1400 desktop computers at 50 NYSEG corporate and divisional sites. General “project scope” consisted of migrating users from Novell/Lotus Notes platform to Windows/Outlook, including MS Office 2003, XP OS, Active Directory, and replacement of approximately 600 machines.

Key responsibilities and accomplishments:

- Worked with Technical Project Manager, OPCO Liaison, (2) Deployment and Support Supervisors, 10-member deployment and support team.
- Identified specific user applications by machine (including assisting in media gathering for application packaging).
- Established schedule for specific site migrations (in conjunction with Technical Project Manager).
- Served as initial point-of-contact with NYSEG departmental management staffs and on-going contact with mission-critical operations.
- Ordered PCs, laptops and peripherals.

SENIOR PROJECT MANAGER (Contract Position)

NexPress-Kodak Integration Project

TEK Systems - Rochester, N. Y.

8/04 – 12/04

Assisted **NexPress-Kodak** Information Technology and Facilities Departments moving 600 staff, related facilities, telecom/computer systems & machinery to new facility.

Key responsibilities and accomplishments:

- Determined electrical and data requirements for 60-plus labs, offices, conference rooms, machine shops.
- Solicited quotations and managed billing for electrical and data network contractor work.
- Developed “people” tracking spreadsheet and assorted Excel documents for voice/data activation and MAC work.

SENIOR PROJECT MANAGER (Contract & Permanent Position)

Heidelberg-NexPress North American Headquarters

LeChase Construction Services (LDTS) – Rochester, N.Y.

9/00 – 8/03

Managed the Heidelberg Digital Telecommunications Infrastructure Project (\$2,700,000) consisting of 9000 network voice/data CAT 6 cables and copper/fiber backbone linking (9) network closets, the WAN closet, and the telephone switch room.

Key responsibilities and accomplishments:

- Full fiscal responsibility for budget development and management, material vendor pricing/negotiations, billing/AIA tracking. This project finished \$300,000 under budget but generated a profit margin of 19% - 8 points above the initial 11% projection.
- Material procurement and dispersal.
- Subcontractor and material vendor BID process/selection.
- Supervised subcontractor installation and LDTS staff.
- Coordinated temporary and permanent relocation of HDi Server Room.

EDUCATION:

MS - SUNY Buffalo (Educational Administration)

REFERENCES:

Available upon request.

(7/24/09)