
Resume

Expertise

- Systems Requirements Analysis
- Business Requirements Analysis
- Project Management
- Process Re-engineering

Software Requirements Experience:

- Produced all systems analysis, user interface design, and use cases for a web-based, enterprise Fixed Asset Accounting system that is compliant with all IRS regulations for tax reporting of fixed assets. The system was successfully brought to market in late 2001.
- Designed a formal software requirements process, which included an approval procedure for requirements and use cases, and also improved management of changes during the development cycle.
- Developed a plan to implement new customers on a web-based accounting system, which was put into operation by the client as their implementation process.
- Product Manager for a Mortgage-Backed Security Accounting and Back Office Processing sub-system. Successfully developed the business requirements, systems analysis, and user interface design that resulted in a system that processed investment portfolio and trading account activity in mortgage-backed securities. The system included purchases and sales, repurchase agreements, mark-to-market, all accounting and back office activity, handling of monthly payments, regulatory reporting and management reporting.
- Conducted Focus groups and user interviews.
- Created software solutions for regulatory compliance issues: FASB, IRS, and Securities regulations.

Project Management Experience:

- Implemented a Credit union Loan and Deposit System including interfaces to ATM System, Credit Card Processing, Check Processing and ACH Processing. Re-engineered the workflow and all operational procedures, which led to significant production gains and resulted in staff reduction.
- Implemented a bank Wire Transfer System. Re-engineered the workflow and operational procedures which resulted in handling a much greater number of transactions per day.
- Implemented a bank Portfolio/Trading Account Front and Back Office system. Re-engineered the workflow and operational procedures, which resulted in significant staff reduction.
- Implemented a Customer Securities Safekeeping system and re-engineered the workflow and operational procedures.
- Managed the implementation of a Foreign Exchange trading, accounting and back office processing system.

Other Skills

- Group facilitation and decision-making skills.
- Technical Writing.

Background

Elise Woods has a unique blend of experience from both sides of the software “fence.” Her years as a user and implementation manager of software systems have made her the champion of the user’s needs when developing new software. Her experience in software development has allowed her to apply her broad-based business experience to the process of defining and designing software so that the end result is intuitive to the end user. Elise has a well-developed ability to facilitate communication between developers and non-technical software stakeholders.

As a consultant, Elise Woods implemented a requirements process for BNA Software, which resulted in shortening the development cycle, and substantially increased the amount of system documentation. Elise successfully transitioned the requirements process to the in-house staff. While consulting for BNA Software, she created the system requirements and use cases for a web-based Fixed Asset Accounting System, which allows a company's users anywhere in the world to access fixed asset accounting information. The product is a market leader in its niche.

Elise managed the development of a mortgage-backed securities module for a bank Investment Portfolio/Broker-Dealer software system while a Product Manager at Money Management Systems, a subsidiary of Sungard Financial Systems. The mortgage-backed securities module was successfully delivered to market and it filled a void in the bank software market at the time. It was compliant with all regulations governing mortgage-backed securities. Elise defined the business requirements and wrote the software functional requirements for the system, supervised the development of the software, and worked with the QA and documentation teams to produce a complete product. While at Money Management Systems, she also designed and implemented compliant solutions for new government securities regulations in the same investment portfolio/broker-dealer system.

Elise has 18 years' experience in general management and project management. In the financial services industry she successfully managed operations staff for a credit union loan and deposit system. She has also managed customer service, teller operations, ATM operations, debit card processing, wire transfer (Fed Wire and Securities wire), ACH processing, and check processing. Elise managed a back-office processing operation which handled a bank investment portfolio, high-dollar customer investments, securities safekeeping, discount brokerage (she held the Financial and Operations Principal-Series 27 license), foreign exchange operations, and all wire transfer operations at Signet Bank/Maryland (now Wachovia).

Education

BS Business Administration in Management, University of Baltimore