

Curriculum Vitae: Geoff Porritt

Revision Date: 16/03/2012
Availability: Immediate

PROFILE

A highly experienced, versatile and dynamic professional, with an excellent track record. Confident, articulate and insightful, Geoff is naturally inquisitive and an innovative problem solver. Quick to comprehend even the most complex or technical issues and convey these clearly to appropriate audiences.

BUSINESS ANALYSIS

- In-depth and detailed capture of business requirements, gap analysis and planning transition
- Process mapping of current and desired workflows, using clear and unambiguous language
- Experienced in prototyping development and iterative testing/releases with change management
- Preparation of proposals for change and obtaining approval at appropriate level (including board level)
- Able to challenge current thinking and offer new and innovative solutions whilst remaining pragmatic
- Trusted with extremely sensitive data, ranging from school children to multi billion dollar investments
- BSc (Hons) in Business Information Systems (2:1) and certified PRINCE2 Practitioner

SUPPORTING SKILLS

- Effective planning and scheduling, monitoring and feedback, risk management and conflict resolution
- Focussed on delivery of objectives, across multiple workstreams, and pro-actively managing stakeholders
- Quickly build an excellent rapport with customers and suppliers, both internal and external
- Expert developer using MS Access (version 2 to version 2010), and MS Excel (version 2 to version 2010) including extensive use of VBA and SQL scripting with both (15 years commercial experience)
- Successful implementation of over 30 I.T. based solutions across 10 industries

KEY CONTRACTS

Full Time Carer. Maya Emily Porritt (*Daughter*) SEP 11 – PRESENT

- Elected to be the sole daytime carer, looking after our daughter from aged 7 months old to present
- Steep learning curve included daily and weekly planning of activities and management of changing priorities
- Active participant in several Parent & Child groups

Project Lead. Bank of New York Mellon (*Finance*) JAN 11 – AUG 11

- Delivered significant overhaul of existing process in the financial reporting of Unit Trusts
- Challenging existing practices and assumptions to identify “best practice” and mapping using MS Visio
- Authoring Business Requirements Documentation (BRD) and negotiating agreement from stakeholders
- Presentation of proposed alternative solutions and leading discussion on pro’s and con’s of each
- Leading application development, co-ordinating and directing staff in the UK and USA, including mentoring
- Development undertaken within an Agile environment, with new developments released on a weekly basis
- Recommendation and definition of management reporting views that were not possible using prior process
- Assisted in revision of process to enable off-shoring of work and realisation of cost savings

Project Lead/Business Analyst. RBS Insurance (*Finance*) OCT 09 – NOV 10

- Responsible for delivery of three applications; each key to ongoing FSA regulatory compliance
- Reviewed existing systems and processes as part of required change programme
- Documented ramifications of proposed changes and advised on mitigating action and alternatives
- Developed full specifications for new system, including both visual and technical aspects
- Negotiated with internal departments to obtain and homogenise data held on disparate systems
- Managed additional contractor and two internal staff, including division of work and coaching/appraising
- Close liaison with Project Manager, including deputising in their absence
- Created and delivered presentations for management and for multi-site Customer Services dept
- Scripted and lead training on new system, and key member of roll-out planning team
- Assigned additional responsibility of Technical Liaison between project and governance & risk boards
- Originally contracted for one application, contract extended twice to include the additional applications

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Technical Consultant. CAP Motor Research Ltd (*Automotive*) JUL 08 – OCT 09

- Working closely with internal staff on innovative commercial solutions for the automotive industry
- In-depth review of all functions of developed applications and production of user guides & on-line help files
- Expansion of remit from initial application to six applications

Business Analyst / Developer. Hallis Hudson Ltd. (*Distributor*) OCT 03 – JUN 08

Business Analyst / Developer. The Supercover Group Ltd. (*Importer/Distributor*)

Working part time for each, successfully delivered numerous projects for both companies including:

- Gathered and documented requirements for replacement ERP system, including working closely with 3rd party supplier staff, and mapped data from existing system to new system
- Modelled process and data flows for Warehouse Management System, including linking to existing accounting software and management of impact of change within the business
- Extensive project to overhaul MI reporting from UNIX system and create self service MI suite
- Documented business processes using MS Visio and advised on changes to streamline operations

Analyst Developer. Knowsley Metropolitan Borough Council (*Education*) JUN 02 – DEC 03

- A bespoke booking and facilities management application for City Learning Centres (CLCs) including in-depth Management Information reporting for Department of Education statistics
- Designed, developed and delivered the original application, including full user manual and training
- In a joint venture with Knowsley MBC, responsible for marketing, resale and implementation to UK wide CLCs including budgeting, on-going development, release schedule and bespoke enhancements

Implementation Consultant / Junior PM. Lex Vehicle Leasing (*Fleet Management*) OCT 01 – JUN 02

- Key responsibility in business critical quotation system project including close liaison with Project Manager
- Led workshops, analysed and documented existing business & operational practice and configured software to reflect desired business requirements and processes
- Contributed to post implementation review of both application and project

Systems Analyst (Permanent). Airtours (*Travel*) JAN 99 – AUG 01

- Working cross depts, project managed new business critical system for reserving cabins on cruise ships
- Key member and "Champion" of the implementation team for the company's culture change initiative
- Specified and developed automated replacement to manual processes resulting in reduction of headcount

IT Support / Systems Developer (Permanent). Stadium Group plc (*Manufacture*) SEP 96 – DEC 98

- Designed and built numerous IT systems including Purchase Order and Stock Control, Warehouse Storage and Job Production Costing. Input into and monitor of IT budget
- Design, installation and management of CAT5 LAN and WAN, plus email, web, file and RAS servers

PERSONAL SKILLS

- Charismatic and inspiring natural and confident leader, cheerful and patient even in stressful situations
- Clear and effective communicator, able to connect quickly and easily with all levels of staff
- Highly self motivated with a strong work ethic, able to switch focus between overview and detail
- Regular traveller throughout the UK and Europe and enjoy meeting new people
- Quick to comprehend complex or technical issues and convey these clearly at appropriate levels

CONTACT DETAILS

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