**Richard (Derk) Burrus**

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**BUSINESS ANALYST**

Accomplished Business Analyst and Operations Manager with extensive experience identifying and analyzing business needs and creating needs-based solutions for an organization. Proven background in evaluating and understanding business operations, identifying and reviewing business requirements, developing solutions to address and resolve complex business problems. Adept at planning, executing, and delivering project on time and within scope. Exemplary communication and interpersonal skills used to interact with others. Key skills include:

Business Analysis Business Operations Project Management

Business Requirements Relationships Building Team Leadership

**PROFESSIONAL EXPERIENCE**

**First Republic Bank, San Francisco, CA July 2019 – Present**

**Consultant/Senior Business Analyst, Continuous Process Improvement Team**

Senior BA role in bank wide project to replace current Bank platform with new FIS / IBS Core technology.

* Drove discussions for internal FRB teams to assess impact of a new FIS Core Exceptions process versus the legacy version. Interviewed Exception Processing SME’s to capture business requirements. Wrote Epics, User stories, and Tasks in Jira to help coordinate development with project team.
* Facilitated working sessions between internal groups and third-party vendor, to identify data gaps, define and map hundreds of data fields and 2 thousand+ unique data values related to Exception Processing for the FRB Core Conversion to FIS/IBS platform.
* Managed launch of IBM Blueworks Live for FRB. Led cross functional team working sessions with Legal, Procurement, Information Services, Developers, Bankers, and 3rd Party Vendors. Conducted high level training sessions to end users on best practices in using IBM Blueworks tool effectively.
* Provided VBA Excel macro tactical solutions which performed SQL query/write functionality, and generated auto-emailed reports to reduce manual risk to the bank until a strategic solution can be put in place.

**BlackRock, San Francisco, CA December 2009 – March 2019**

**Vice President; Business Analyst / Project Manager**

Evaluated various procedures, identified process inefficiencies, and created business requirements and functional specifications for several business and operational groups at $6T investment firm.

* Improved processes for trade and business operations teams around the world, such as Global Revenue team, Client Reporting teams, Contract/Onboarding, AUM team, Client Relationship, Client Order Management, and iShares by defining roles, simplifying, re-delegating, automating, and eliminating processes.
* Performed ad hoc, medium difficulty SQL queries for various teams, globally.
* Prepared project plans, test schedules. Prioritized development issue resolution. Trained and managed internal and external test specialists in user acceptance, integration, regression, post-implementation, and business recovery testing.

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* Created business process flow charts, gathered requirements, completed enhancements and bug- fixes, and developed test scripts using JIRA, Visio, PowerPoint, excel Raid Matrix.
* Delegated follow-up as Project Manager and as Business Owner via face-to-face meetings, Web Ex, and JIRA to ensure action and accountability toward completion of strategic initiatives.
* After reviewing processes for various internal and external teams, wrote complex and robust Excel macros which incorporate SQL querying, deal with variable ranges and arrays resulting in elimination of manual processes, reduced risk, and rapid execution of transactions, reports, and tasks.
* Pioneered Xceptor Robotics Processing Automation functionality within the firm to secure automation for various processes within Global Client Order management team.

**Barclays Global Investors, San Francisco, CA November 1999 – December 2009**

**Principal/Manager, BlackRock Client Order Management Team**

Co-Managed a team of 16 associates and principals responsible for ensuring the safe capture, communication, and settlement of all client orders within the firm.

* Collaborated with Onboarding Team and internal groups to safely launch new fund products: SME and point of reference for Onboarding products and clients for all order placement, processing, and unit settlement issues.
* Contributed to implementation of Electronic Order Interface, an external FTP bulk loading of transactions by capturing business process requirements and initial functional specs.
* Led cross functional teams, including Development Team, Business Analysts and SME’s from other global COM offices, as a business owner of the Order Management System, through the full development cycle by gathering technical requirements, coordinating the testing of new enhancements and training system users globally.
* Invented the Lifepath Mapping Operational Fund, which isolates trading costs for large Defined Contribution Plan Movements into and out of the Lifepath (Target Date) Collective Trust Fund, ensuring fairness for all CTF participants. Seeded $2B on its opening day.
* Improved business processes for every area of Client Order Management, automating over 7000 trades per month, including tax reclaims, sec lending rebates, Canadian Filing Fees, Closed Accounts, Client Onboarding, Product Launch, Securities Inkind Transitions, and FX.
* Centralized and automated the Client FX process for the Americas, taking the role away from portfolio managers to make COM the central processing point for all client FX transactions.
* Planned inter-departmental system changes for Aladdin, Orders Online, and the new global Order Placement system. Coordinated with Risk and Compliance groups, Client Relationship and Portfolio Managers to review and create new protocols and rules for order placement.

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**EDUCATION**

**Sonoma State University –** Rohnert Park, CA Dec 1995

**Bachelor of Arts - English Literature**

**TECHNICAL SKILLS**

Excel VBA; Visio; Agile Methodology; Software Development Life Cycle (SDLC); PowerPoint; Raid Matrix; IBM Blueworks Live; Visio; JIRA; Confluence; Workday; Xceptor - Robotics Processing Automation; SQL; MS SQL Server; Aqua Data Studio; Access; Python; Putty; MobaXterm; Unix; One Note; Java for Adobe; Git; Bitbucket; Wiki; WebEx; Aladdin; ATX; ALE New Cash; Aladdin View