

Russell Investments

June 2019 – 2020

Onsite, fulltime contract position, Business Analyst and project manager.

Employer: WideNet Consulting Group , 11400 SE 6th St #130, Bellevue, WA 98004

Ellen Doscher, Technical Recruiter : ellen.doscher@widenet-consulting.com

Client: Russell Investments Inc. 1301 2nd Avenue, Suite 1800, Seattle WA 98101

Bret Romey, Director, Investment Operations – US Global Trading and

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Ryan Parker, Sr. Analyst, Rebalancing and Trading – US Global Trading and Rebalance

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Project

Business Analyst and Project Manager, instrumental in all aspects of the system configuration and implementation of a UAT and production environment for the Milestone pControl system, a hosted, cloud-based system selected to serve Russell Investments' portfolio trading and rebalancing operations. The system is intended to support several global offices, several hundred investment professionals, and automate the trading and rebalancing operations for over \$ 292 billion in assets.

Accomplishments

Directly contributed to the successful launch of a state-of-the art, hosted system, replacing manual processes and home-grown and aging technology.

Developed expertise in financial investment services and trading operations practices. Technical methodologies including file transference, data takeon/handoff, reconciliation, management of accounts, fund holdings, asset allocation, cashflow, cash allocation, rebalancing, trade instructions, settlement instructions, delayed settlement, directed trades, FundToFunds maintenance.

Principal Responsibilities

- Meetings and sessions with Vendor, internal and external stakeholders.
- Conversion planning
- Workflow analysis
- Documentation framework
- Flow and process diagrams
- Project tracking and Heat assessment
- Policy and Procedures documentation
- User Group Permissions
- User guides
- Jira ticket / issues maintenance, multiple sites
- Training and Testing scripts

Systems

Milestone pControl, Jira incident tracker, Dynamics CRM, Bloomberg ARM, internally maintained database applications

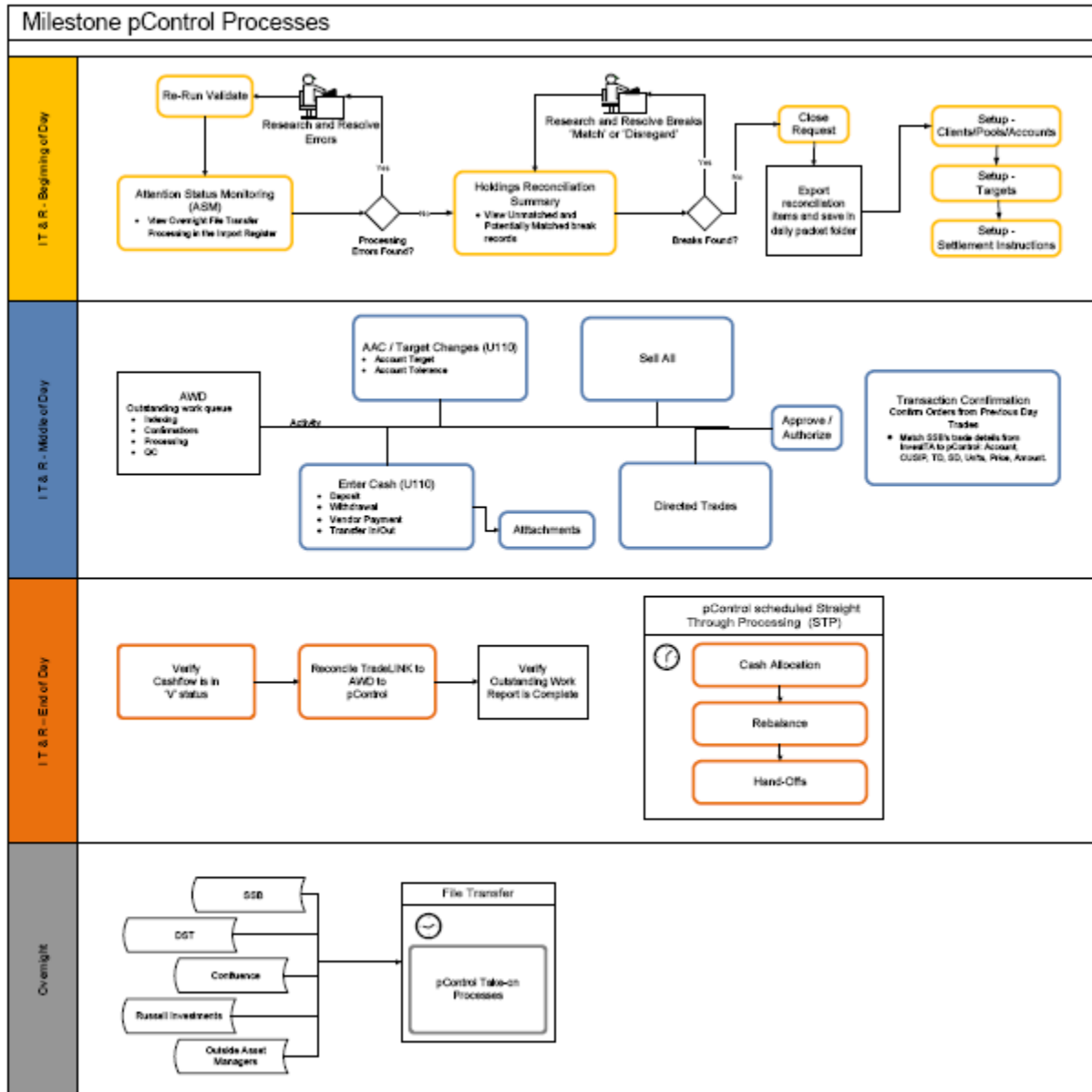
Tools

Microsoft Excel, Word, PowerPoint, Visio, Outlook, OneNote, Atlassian Jira.

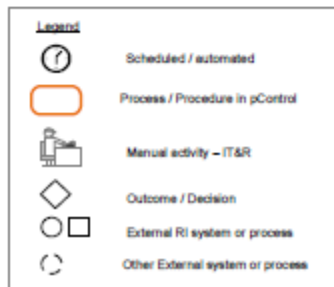
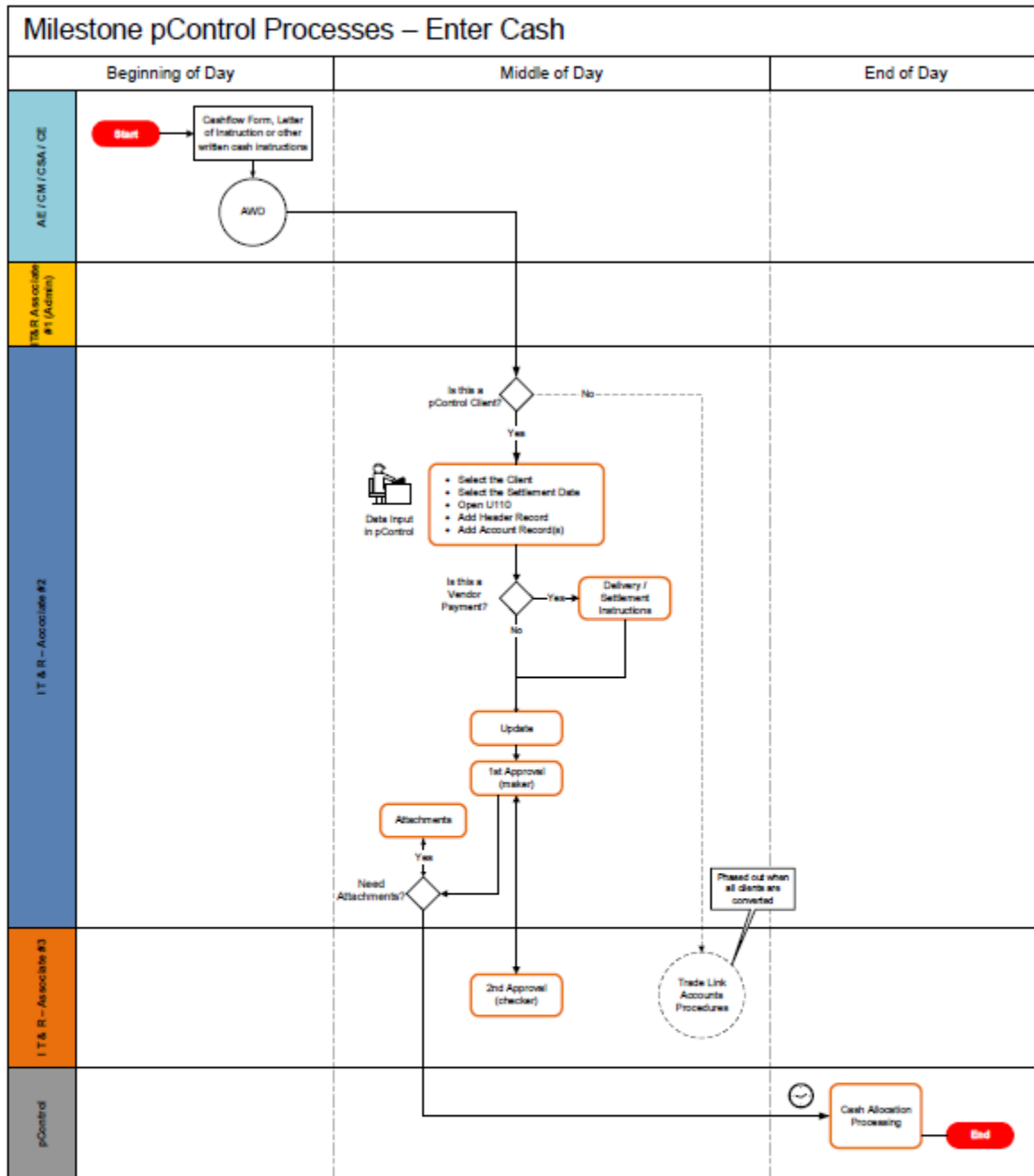
User Group Permissions

pControl User Permissions - Updated 12/16/2019 jle															
	Activity	Admin	Primary	User1	User 2	UserID	User Name	Admin	Primary	User1	User2				
Admin and Monitoring	Attention Status Monitor including click-through	X	X	X		AMalo	Aaron Malo	X	X	X	X				
	View Import errors	X	X	X		JEvanchik	Jacqui Evanchik	X	X	X	X				
	Re-run Validate and Override Exceptions	X	X	X		MChang	Michelle Chang	X	X	X	X				
	Edit Tables	X				RParker	Ryan Parker	X	X	X	X				
	Edit Calendars	X				BRomey	Brent Romey			X	X	X			
Security Master	Setup New Assets	X				CTsen	Corbin Tsen		X	X	X				
	Update Asset Attributes	X				SPatrick	Sean Patrick		X	X	X				
Client / Pool / Account	View Attributes, Holdings and Targets	X	X	X	X	JAhlers	John Ahlers			X	X				
	Update Attributes	X	X			KBachmeier	Karey Bachmeier			X	X				
	Create Wire instructions and Check Instructions	X	X	X		DCastillo	Debbie Castillo			X	X				
	Update Holdings (requiring second approver)	X	X			JPedraza	Jackie Pedraza					X			
	Update Targets (requiring second approver)	X	X	X		Rhollema	Bob Holleman					X			
Cashflow	Enter Cash events (requiring second approver)	X	X	X		HEakin	Heidi Eakin					X			
	Approve Cash events	X	X	X		MBlumlei	Mike Blumlein					X			
Request Processing	Cash Allocation	X	X	X		Cmcginn	Cara McGinnis					X			
	Orders	X	X	X		JSKOV	Jeff Skov					X			
	Rebalancing	X	X	X		CYLin	Chun-Yi Lin					X			
	Reconciliation	X	X	X		Jthompso	Jason Thompson					X			
	Re-run data imports	X	X	X		ccarlson	Craig Carlsen					X			
	Re-run hand-offs	X	X	X		Apickeri	Andy Pickering					X			
Compliance Warnings	Initialization	X				rseibly	Rob Seibly					X			
	Can Override (with two approvers)	X	X			Rlong	Rebecca Long					X			
Reconciliation	Amend Transactions	X	X			Ckyle	Chris Kyle					X			
	View Recon Summary	X	X	X		Ahorenbe	Andrew Horenbein					X			
	Configure	X	X			Jbradley	Jay Bradley					X			
	Manual Matching	X	X	X		Jide	Jill Ide					X			
	Close a reconciliation	X	X	X		Kphenege	Karen Pheneger					X			
						Adurisko	Alicia Durisko					X			
						mrjohnso	Mary Johnson					X			
						Hpetero	Haley Peterson					X			
						KLYamada	Kristin Yamada					X			
						gcoffey	Greg Coffey					X			
						BrWilson	Brandon Wilson					X			
						Mbeardsl	Matt Beardsley					X			

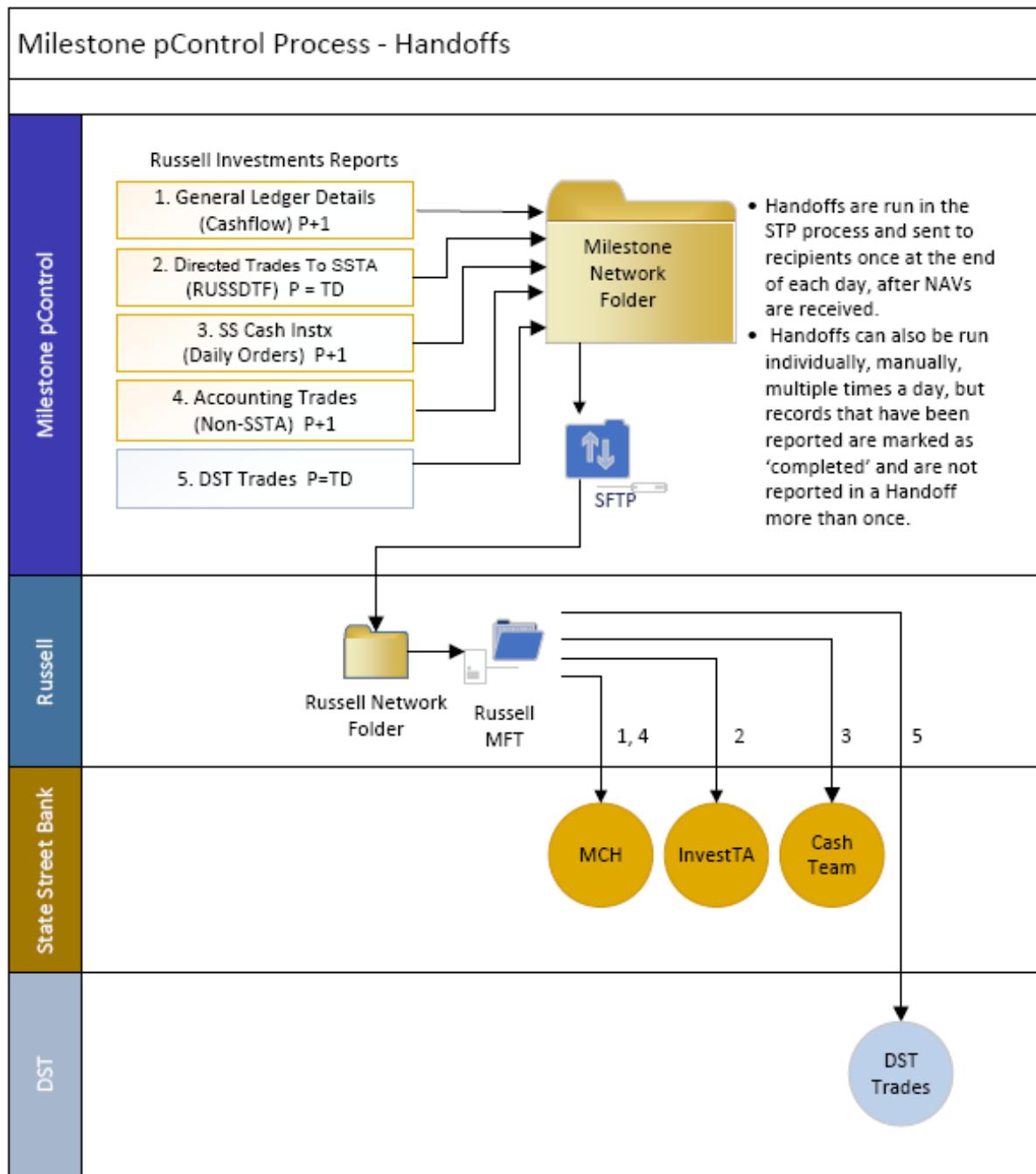
Process Flow Diagram



Detailed Process Flow Diagram



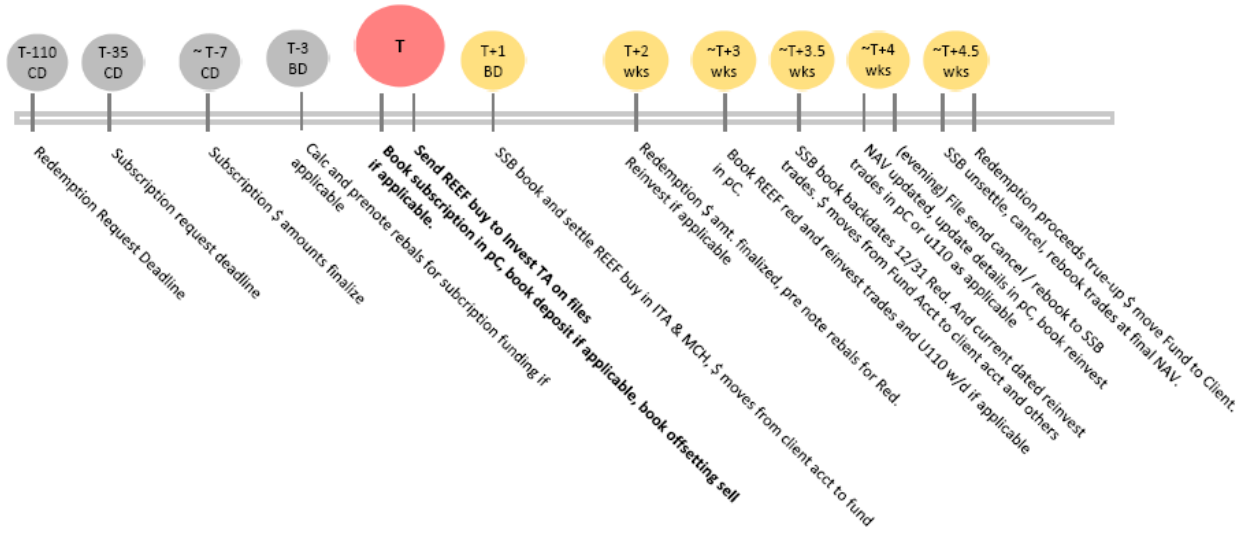
External Systems Data Handoff



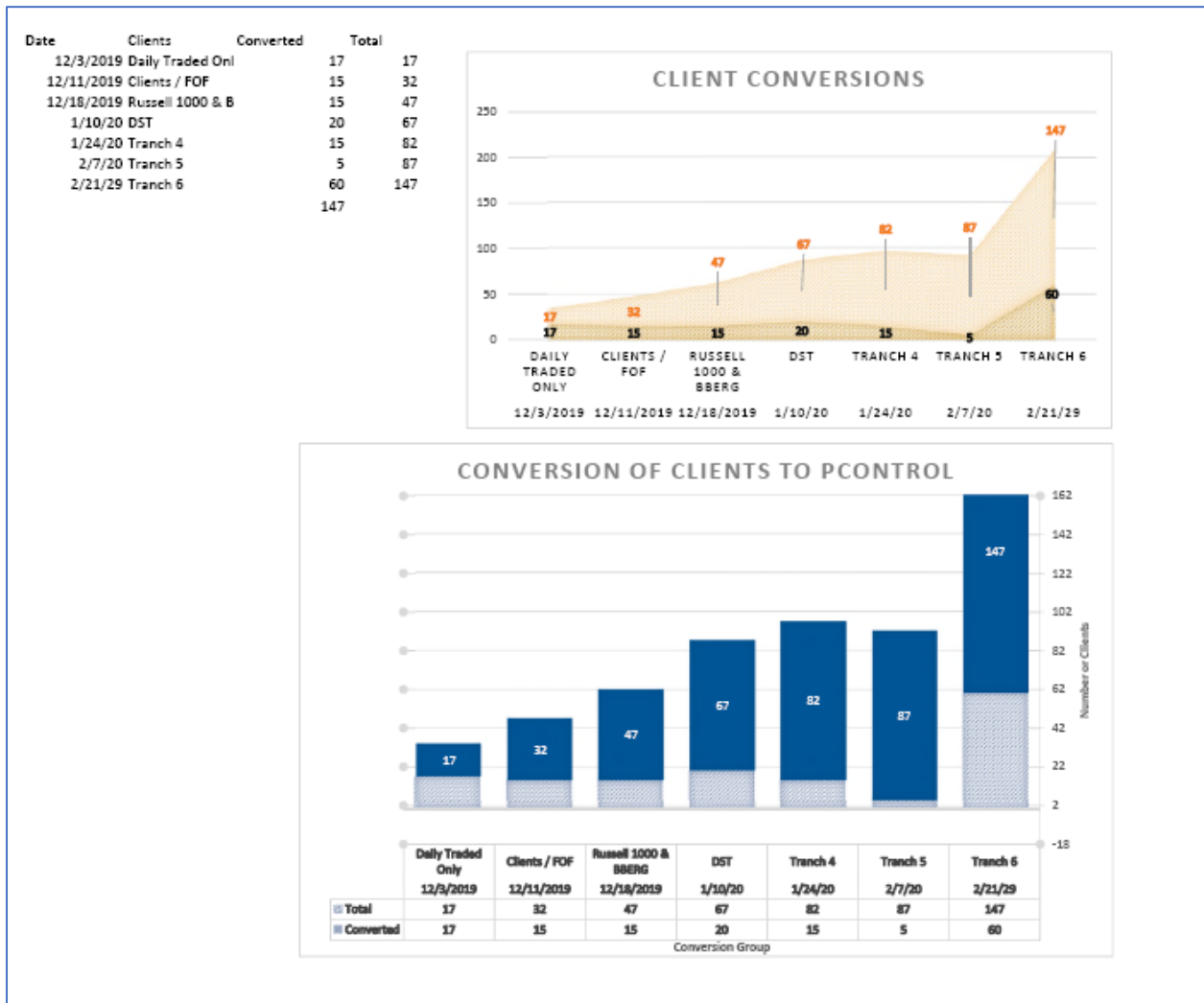
Timeline

REEF Process Timeline

BD = Business Days
 CD = Calendar Days
 T = Trade Date



Implementantion Tracking



About Russell Investments

Russell Investments is a leading global investment partner providing tailored solutions and services to institutions and individuals through financial intermediaries. Russell Investments is dedicated to improving people’s financial security, leveraging an 83-year client-centric heritage rooted in investment innovation. The firm is the fourth largest adviser in the world with \$292.7 billion in assets under management (as of 9/30/2019) and \$2.6 trillion under advisement for clients in 32 countries. Headquartered in Seattle, Washington, Russell Investments operates through 21 additional offices in major financial centers such as New York, London, Tokyo and Shanghai.