Todd Wheeler

|  |  |
| --- | --- |
| http://hazelriverstudios.com | todd.wheeler@hazelriverstudios.com |

Managing Director, Hazel River Studios, LLC

Professional Profile

* High-performing project management manager with expertise in directing highly complex projects that build/optimize organizational processes, measurement systems, and infrastructure to maximize business results for large organizations.
* Experienced accountant able to apply extensive business and accounting knowledge to complex business requirements and solution designs.

Areas of Expertise

|  |  |  |
| --- | --- | --- |
| * End-to-End Project Management | * Strategic Planning/Leadership | * Productivity and Efficiency Improvement |
| * Project Planning/Executing | * System Reengineering | * Leadership Development and Training |
| * Process Design/Redesign | * Negotiation, Persuasion and Communication | * Product Management |
| * Change Management | * Contract drafting and management | * Client Management |
| * Cross Functional Project Team Leadership | * Multi-Site, Multi-Project Operations | * Vendor Management |

Professional Experience

Contract Manager, Financial software company, April 2015 to January 2015

* Worked with various internal resources to draft complete Statements of Work outlining proposed scope of work for multiple work streams, implementations methodology, project assumptions, and fee and payment schedules.
* Conducted daily meetings with senior executives, including the CEO, COO and VP of Sales, to manage the company’s sales and agreement pipeline.
* Managed the agreement records and workflow within SalesForce.
* Assisted in the creation of implementation estimates to drive project fees.

Project Manager, Client Implementations, Financial software company, July 2010 to April 2015

* Managed the client implementations of various products and modules at numerous clients. Responsibilities include all aspects of project planning and management of resources and budgets.
* Developed project budgets and levels of effort to assist the sales effort in determining engagement fees.
* Created, monitored, and revised detailed project plans for multiple work streams.
* Lead project and company-wide resource planning and allocation of staff to various projects.
* Provided project status reporting to key bank CxO-level officials and internal management. The reporting included weekly status report dashboards, budget vs. actual fees to date, project risks, and current issues.
* Worked with the Director of Professional Services to improve the internal Project Management Office processes and procedures, created project budget tracking tools, and implemented consolidated project reporting functions.

Manager, Business Systems, Large national apartment REIT, January 2000 to July 2010

* Managed the implementation of Clarity Systems. Replaced five distinct, mission-critical applications simultaneously. The budget for this project exceeded $1.9M and included an internal staff of six from various departments. Every functional department in the company used the combination of the five applications.
* Managed the selection process to replace a 10 year old budgeting and planning application. The project included; requirement gathering, vendor selection, product demonstrations, and obtaining product and consulting pricing estimates.
* Managed the annual budgeting and forecasting applications including; gathering requirements, project planning, implementation project management, change management, training, and coordinating resources across functional groups.
* Created user training materials for various company applications and conducted end-user training classes.
* Assessed new projects for development and implementation.
* Created and maintained the departmental operating budget for the Business Systems Group.
* Worked in an advisory capacity on various projects outside of the Business System Group's functions for multiple departments and functions within the company.

Implementation Manager, Large national apartment REIT, June 1998 to January 2000

* Negotiated an acceptable software license agreement of more than $500,000 with PeopleSoft for the purchase and use of their ERP software.
* Managed all aspects of the implementation of the PeopleSoft General Ledger and Accounts Payable Modules. The implementation team consisted of seven employees and five consultants. The total budget for this project was $3.5 million. The project was delivered on time and on budget.
* Selected and negotiated the purchase of an enterprise budgeting system for two of the largest apartment REIT's in the country. The value of the contract was approximately $600,000.
* Created various custom applications using Microsoft Office and Visual Basic, which saved the company thousands of man-hours.

Software Project Manager, Large national apartment REIT, June 1996 to June 1998

* Responsible for the selection and implementation of Hyperion Enterprise.
* Led the analysis, design, development, and rollout of a custom budgeting application using Microsoft Excel and Visual Basic to create the application.

Corporate Accountant, Large national apartment REIT, April 1994 to June 1996

Internal Auditor, Larger national retailer, August 1993 to April 1994

Staff Accountant, Certified public accountants, May 1991 to August 1993

Additional Knowledge

* WordPress, Quickbooks, SQL, Java Script, HTML, CSS, SalesForce, Jira, MS Office, MS Project

Education

* Bachelor of Arts in Accounting and Business Administration, 1991