**EUGENE L. HOFFMAN, CBAP, CSPO, CSM**

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**CERTIFIED SCRUM PRODUCT OWNER & BUSINESS ANALYSIS PROFESSIONAL**

*Sr. BA & Product Owner enabling excellence in the development of software products*

Strategic, client focused technologist with extensive experience in insurance, reinsurance, and capital markets having worked on over 20 projects within global financial services organizations. Innovative thinker with strong analytical, problem solving, and interpersonal communication skills. Collaborator and mentor with proven leadership ability and an Agile mindset focused on continuous improvement and delivery.

*Technologies*: HP ALM | IBM Notes | K2 Five | MS Access | MS Excel | MS Outlook | MS PowerPoint | MS Project | SharePoint | MS SQL Server Management Studio| MS Visio | MS Visual Basic for Applications (VBA) | MS Visual Studio | MS Word | Qlik Sense (visualizations) | Software Development Lifecycle (SDLC) | Team Foundation Services (TFS) | Top Team Analyst

**CORE SKILLS**

Agile Project Leadership | Business Presentations | Business Requirements Analysis | Cross-functional Team Leadership | Data Analysis | Design Thinking | Digital Products | Negotiation | Process Improvement | Product Management | Project Implementation | Regulatory Compliance | Stakeholder Management | System Integration | Vendor Management

**HIGHLIGHTS OF CAREER ACHIEVEMENTS**

* Managed re-platforming of 8 critical business applications from IBM Notes within a year using K2 Five (low code digital platform) and MS SharePoint in an Agile DevOps environment
* Designed and developed automated Casualty quote templates in MS Word, integrated with an IBM Notes rating tool, that reduced underwriter quote generation time by 50%
* Developed and implemented Qlik Sense multi-platform (mobile/desktop/tablet) digital dashboards that enabled C-level executives to access data analytics and visualizations for remote client meetings and industry events
* Automated a policy renewal solicitation process, reducing monthly processing time by 40% and increasing policy renewal rate

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**PROFESSIONAL EXPERIENCE**

**TOP PROSPECT GROUP**, White Plains, NY October 2019 – Present

**Information Technology** **Consultant**

* Create visualizations using sales and marketing data in Qlik Sense for C-level executive dashboards
* Analyze and document data warehouse refresh process using MS SQL Server Studio and MS Visio
* Serve as technology expert for various business needs

**GENERAL STAR MANAGEMENT**, Stamford, CT July 2013 – June 2019

**Second Vice President, Senior Business Analyst**

* Served as Scrum Master/Project Manager/Product Manager for IBM Notes Re-platforming team of 4-5; helped organization transition to Agile mindset, organized and facilitated Scrum ceremonies, collaborated with Product Owner to create user stories with acceptance criteria and to prioritize backlog, worked on backlog items (data modeling and ETL, UI/UX design, K2 Five cloud development, QA and UAT testing)
* Coordinated technology needs for Casualty Division through requirements elicitation, process improvement, solution development, and data analysis & ad hoc reporting
* Created project charters with division managers that identified objectives and project scope

**GENERAL REINSURANCE**, Stamford, CT March 2007 – July 2013

**Assistant Vice President, Senior Business Analyst**

* Implemented GGY Axis actuarial modeling system for Life/Health Division as Lead BA
* Planned, estimated, and executed 15 projects as Lead BA / Senior BA
* Managed offshore BA consultants for a $13MM OneShield policy administration implementation
* Created BA process framework and project deliverable templates for PMO
* Analyzed business processes and created future states with suggested improvements
* Elicited, documented, and validated requirements in a complex, global environment
* Coordinated User Acceptance Testing (UAT) phases for multiple projects

**METLIFE**, New York, NY October 2000 – March 2007

**Assistant Vice President, Senior Business Analyst**

* Led team of four Business Analysts in analysis and project implementation tasks
* Created use cases, requirements docs, process models, ETL maps, and test cases
* Developed close working relationships with business customers and IT groups
* Coordinated User Acceptance Testing (UAT)

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**EDUCATION**

**New York University - Tandon School of Engineering**, Brooklyn, NY

**M.S. Financial Engineering,** Financial Technology track

**Brandeis University**, Waltham, MA

**B.A. Economics,** International Studies Program

**CERTIFICATIONS**

Certified Business Analysis Professional® CBAP

Certified Scrum Product Owner® CSPO

Certified ScrumMaster® CSM

ITIL® Foundation

**AFFILIATIONS**

Scrum Alliance

International Institute for Business Analysis

United States Institute for Theatre Technology