

JOHN DOE

PROFESSIONAL SUMMARY

Cary, NC | (919) 333-4444 | johnd123@gmail.com | [LinkedIn](#)

High-performing business administration professional and spiritual leader pursuing a Master of Religious Education degree at Liberty University's School of Divinity. Possesses extensive experience in program development and management, risk and vendor management, and business development across the financial industry. Fast learner with a detail-oriented approach and the ability to prioritize effectively with little or no supervision. Adept at managing, coaching, and empowering teams to implement and achieve program goals. Proven track record of supporting and coordinating volunteer and charity initiatives to help the local community, led by a passion for raising awareness and helping those in need. Regarded as an expert in the creation, management, and implementation of major corporate programs, including ongoing training, curriculum for growth, and pivoting as well as adjusting program requirements to fit changing business needs. Serves as a life group/Sunday school leader for the local church's ninth-grade class. Eager to combine current involvement in the church with youth development and teaching and strong business background to obtain a position in a growing and dynamic Christian/non-profit sector and support the organization's mission and vision.

CORE COMPETENCIES

Vendor management	Risk assessment	Youth Ministry
Relationship management	Strategic thinking	Business development
Program development	Organizational leadership	Problem-solving skills
Program management	Community outreach	Coaching
Church teaching	Communication skills	Recruitment

WORK EXPERIENCE

Program Lead
Blue Company

7/19 –Present
Cary, NC

In charge of creating detailed reports and presentations on current risks, policy violations, and vendor performance as well as presenting these to the executive operational risk committees to facilitate decision-making and support the implementation of recommendations and plans. Builds and manages vendor relationships and performs risk assessments on the vendors' security aspects. Provides direction and training to new hires educating them on system training and policy requirements applicable to the vendor management program. Negotiates contracts and agreements and keeps detailed records for all third-party vendors. Leads the strategy and resolution of highly complex and unique challenges related to business execution and program development by delivering large-scale and cross-organizational solutions.

- Built and currently manages a vendor risk management program from the ground up including role creation, policies, procedures, training, and implementation
- Promoted three times in a four-year period due to exceptional program development skills and business expertise
- Strategically engages with all levels of professionals across multiple lines of businesses and serves as an experienced advisor to the leadership
- Onboards over 100 vendors annually to drive performance and initiatives through RFP, sourcing negotiation, and due diligence as well as to ensure accurate vendor risk ratings are completed on a regular basis
- Identified new third vendors as well as the opportunities for potential bank investment by creating the SDI Vendor demo series

Supplier Risk -Senior Supplier Risk Associate
Red Company

2/18 – 7/19
Cary, NC

Developed and recommended cost-effective approaches to minimize the organization's supplier risk effects. Provided market insights to drive both short and long-term supplier management strategies. Conducted standard supplier risk monitoring processes for key vendor relationships and delivered quarterly reports to various executive and operational risk committees in addition to quarterly QA workbooks aimed at documenting the successful application of the Supplier Risk program. Collaborated with the supplier deputies and CRO teams to provide guidance for residual risk mitigation and ensure issue closure with vendors.

- Assumed the role of the 2LOD control partner for new deals with customer-facing, offshore, and fourth-party risk by identifying and evaluating inherent risk and assigning control levels to the suppliers
- Produced a comprehensive enterprise monthly Master Vendor List
- Created detailed and accurate top ten highest-risk supplier reports with a focus on identifying weak points and recommending improvements accordingly

Third-Party Risk Management – Operational Risk Consultant 2
Blue Company

2/16 – 2/18
Cary, NC

Managed the third-party risk lifecycle including Inherent Risk Questionnaires (IRQs), risk recertifications, risk assessments, contract analysis, and terminations for more than 400 vendors across various risk service categories, domains, and levels. Created thorough quality control, root cause analysis, and preliminary finding reports following program requirements. Interpreted new risk policies, program changes, and system releases and regularly reported to senior-level executives. Provided relationship management with moderate to high-risk vendors.

- Singlehandedly built an onboarding training curriculum, training modules, and classroom instruction for newly hired staff in Bangalore, India, managed their performance and ongoing development
- Interviewed, hired, onboarded, and supervised seven offshore employees tasked with data entry, analytics, and other daily risk activities
- Utilized in-depth knowledge of the Archer/TRIMS system to proactively track vendor performance metrics

E-Commerce and Digital Banking Sourcing –AVP, Sourcing Lead
Green Company

3/10 – 2/16
Buffalo, NY

Leveraged professional expertise with legal and business owners to review and negotiate contractual material terms and conditions for the E-Commerce space at Green Company. Ran RFPs/RFIs for new business, increased savings through negotiations and enforcement of contract terms to promote savings for the WF department's bottom line. Performed deal risk assessments on supplier engagements to determine the proper risk levels for governance. Conducted market research and identification, qualification, and competitive analysis of required products, services, and financials.

- Negotiated and executed over 100 contracts with multiple E-Commerce-related vendors including mobile apps and various software applications
- Managed over 350 active contract expirations in the Ariba contract management system
- Achieved 35% of annual savings across several lines of business by examining invoice controls, updating contractual terms, and introducing late payment penalties
- Served as the Project manager for the development of Subcategory Standard procedures intended for measuring vendor performance and ensuring adherence to the relevant laws and regulations

Fixed Income Operations Manager
Green Company

2/05 – 3/10
Buffalo, NY

Led more than ten employees and coordinated daily operational risk activities and ongoing strategic planning across three trading desks including an overseas team to ensure compliance with regulatory governing bodies. Maintained internal and external control standards, with a focus on timely implementation of internal and external audit points along with diverse issues raised by external regulators. Designed, implemented, maintained, and enhanced internal controls to mitigate risk on an ongoing basis.

- Acted as the main point of contact between the company and the clients by negotiating collateral pricing and minimizing margin exposure
- Identified cost-effective techniques and implemented them with the offshore team
- Analyzed data to evaluate department processes, procedures, and policies, increase operational efficiency, and reduce expenditures

PREVIOUS EXPERIENCE

Structured Credit Products – Team Lead & SFA
Yellow Company

6/03 – 2/05
Cary, NC

Credit Services-Credit Derivatives Analyst
1/01 – 6/03
Black Company

Cary, NC

CERTIFICATES AND LICENSURE

CTPRP Certification – Certified Third-Party Risk Professional

EDUCATION

Master of Religious Education–School of Divinity
Liberty University, Lynchburg, VA

ongoing

BS in Business Administration-Management
The University of North Carolina, Charlotte, NC

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