

# VIOLET C. KABASO, MBA

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11 Silver Hill Ln, Unit 6, Natick, MA 01760

## SUMMARY

Continuous improvement has been the foundation of my professional career. A high-creative and results-driven individual – I have a proven track record of excelling in complex structured and unstructured environments. I'm a driven and dynamic leader who endeavors to influence positive change that increases productivity, improves communication, and simplifies processes.

Analysis | Business & IT Planning | Project Management | Migrations | Integrations | Collaboration

## WORK EXPERIENCE

Morgan Stanley / Eaton Vance | Boston, MA [Contract] 01/2022 – Present

**PROJECT LEAD**, IMIT Operations Application Development

Manage and coordinate across technology teams to support integration of Performance, Client Reporting, Derivative Operations, Fund Launches/Mergers, and Shadow Booking functions.

- Facilitate brainstorming sessions and coordinate with stakeholder to achieve outcomes.
- Collect and analyze information to draft artifacts that convey program scope and status.

Eaton Vance Corporation | Boston MA [Contract] 11/2020 – 12/2021

**PROJECT MANAGER**, Operational Process Improvement & Governance

Built relationships with key stakeholders to migrate from legacy on-premises to cloud data warehouse. Proactively identified and resolved issues that could adversely impact progress.

- Developed frameworks to analyze & coordinate 10+ teams to migrate 126 Tibco services.
- Built dashboard to track progress of Pace to Summit data migration for 300+ extracts/ETLs.

TopFunnel | Operations | San Francisco, CA [Remote] 03/2019 – 10/2020

**TALENT PARTNER**, Operations

I optimized user experiences at start-up to scale product reliability. I onboarded users, gathered requirements, and analyzed results with clients – Coinbase, People.ai, Noom, Plaid & OneLogin.

BDO Zambia, a BDO Global member | Advisory | Lusaka, Zambia 08/2017 – 02/2019

**SUPERVISOR**, Business Services and Outsourcing

Managed digital transformation efforts and restructured core accounting team to align with global initiative, BDODrive – an outsourcing function integrating key services – finance, human resources, tax and advisory with technology. Independently documented all accounting, audit, corporate advisory and tax services processes and systems. Collaborated with IT consultant to configure workflow management system and single handedly trained 100+ staff on procedures.

- Integrated brand strategy and awareness campaign resulting in revenue growth ~\$500K.
- Led 20+ team comprised of lawyers, engineers, and consultants on technical due diligence for ZCCM Investment Holdings to diversify portfolio from mining into commercial agriculture.
- Drafted 5-year strategic plan for directors' approval and tracked progress against targets.
- Oversaw annual recertifications, AML compliance, data governance and GDPR procedures.

State Street Corporation | Global Technology Services | Quincy, MA 04/2016 – 04/2017

**ASSISTANT VICE PRESIDENT**, Project Manager Consultant

Reported into the technology Project Management Office (PMO) with a focus on supporting cyber security related programs through established governance and reporting structures. Led internal teams and vendors in the design, planning and delivery of 15+ infrastructure projects.

- Reinforced security and cloud access by implementing IAM and 2FA on 300+ applications.
- Reduced vulnerabilities by directing global teams in SSL to TLS conversion for ~ 35K users.
- Initiated workflow automation and enabled teamwork via cloud content management tool.

State Street Corporation | Enterprise Technology Services | Quincy, MA 11/2015 – 03/2016

**ASSISTANT VICE PRESIDENT**, Business Systems Analyst

Designated to lead efforts to align team with organizational standard to document technology systems by adopting Business Process Model and Notation (BPMN) standards and ARIS tool.

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State Street Corporation | Global Markets | Boston, MA

10/2014 – 11/2015

**OFFICER**, Business Project Analyst

Functioned as in-house consultant by performing comprehensive analysis of key processes to support senior managements business transformation and reorganization decision-making.

- Designed flows of securities finance reporting to train offshore teams assuming operations.
- Built flows to institute market surveillance function to prevent unfair sales trading practices.
- Acted as North America lead partnering with EMEA and APAC to analyze Portfolio Solutions' Onboarding, Know Your Customer (KYC) and Anti-Money Laundering (AML) procedures.
- Collaborated with stakeholders to map Indirect FX automated service flows, risks & controls.
- Recertified controls annually for completeness and accuracy with multiple business units.
- Analyzed flows, risks and controls with compliance and audit to meet regulatory obligations.
- Prepared project artifacts including RAID logs, RACI charts, Escalation and SWOT matrices.

Babson College | CWEL | Wellesley, MA

11/2013 – 07/2014

**PROJECT MANAGER**, The WIN Lab

Served as founding project manager at internal startup incubator, Women Innovation Now (WIN) Lan through Babson's Center for Women's Entrepreneurial Leadership (CWEL).

- Established framework to support remote workers, synchronous file sharing and storage.
- Planned and executed campaigns via agreed channels – Twitter, Instagram, and Facebook.
- Evaluated 100+ applications and interviewed 35+ candidates for program acceptance.

## OTHER WORK EXPERIENCE

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**ACCOUNT EXECUTIVE** | Staples, Inc. | Framingham, MA

03/2013 – 10/2013

- Managed online, print and in-store campaigns for Apple, Amazon, Microsoft, and Samsung.
- Collaborated with program and merchandise specialists to develop client growth strategies.
- Engaged in organization wide restructuring to align the company with retail industry trends.

**MARKETING ASSOCIATE** | Bayer Crop Science | Durham, NC

03/2012 – 10/2012

- Oversaw 10+ vendors, reviewed plans & performed budget to actual analysis for ~ \$28MM.
- Improved legal & regulatory product review efficiency by reducing time from 60 to 10 days.
- Successfully migrated team from multiple files to track financial data to single source, SAP.

**ACCOUNT EXECUTIVE** | Frost Miller Group | Bethesda, MD

12/2007 – 05/2010

- Managed 12+ conferences and tradeshow targeting more sales, sponsors, and exhibitors.
- Established and implemented project management principals thereby improving efficiency.
- Supervised, trained, and performed skills assessments annually for summer intern program.

**ACCOUNT EXECUTIVE** | Wunderman Thompson | Washington, D.C.

10/2006 – 11/2007

- Led brand campaigns for Bristol-Myers, GlaxoSmithKline, Sanofi, Novo Nordisk, & Amgen.
- Produced project artifacts including creative briefs, resource plans, budgets, and schedules.
- Prospected and led teams to submit bid for DRTV spot leading to revenue increase ~ \$2MM.

**MEMBERSHIP COORDINATOR** | Rails-to-Trails | Washington, D.C.

03/2005 – 09/2006

- Coordinated direct mailing campaigns raising ~ \$3MM, half of the annual operation budget.
- Executed SQL queries to identify trends, analyze and measure financial performance.
- Streamlined procurement process, managed vendor relations and marketing operations.

## EDUCATION

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**Master of Business Administration in Global Management**

2014

Babson College, F.W. Olin Graduate School of Business | Wellesley, MA

**Bachelor of Science in Business Administration, Marketing**

Worcester State University, School of Humanities & Social Sciences | Worcester, MA