

Ruth Tegene, MBA

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PROFESSIONAL SUMMARY

Highly organized and detail-oriented professional with 7 years of experience working on projects from inception to completion. Skilled in developing and maintaining project schedules and documentation and familiar with various project management software. Strong interpersonal and communication skills, with a proven ability to collaborate effectively with cross-functional teams and stakeholders at all levels of the organization. Results-driven and dedicated to delivering projects on time, within scope, and on budget. A quick learner, adaptable, and passionate about contributing to the success of the organization.

SELECTED PROJECTS

- Led a high-level process improvement project to enhance the client experience - collaborated with senior leadership to increase efficiency of incoming fixed income transfers; Worked with 3 internal departments and positively impacted approximately 20,000 clients as well as 2 internal divisions.
- Led the implementation of a new data entry project - resulted in an improved and more efficient way of entering and processing client information into CRM system - increased team efficiency by 30%.
- Assisted in a website redesign project, coordinating with designers and developers to revamp company website on time and within budget - resulted in 25% increase in website traffic and a more efficient online customer experience.

CAREER SUMMARY

Consulting Analyst | Fiducient Advisors | March 2023 - January 2024

McLean, VA

- Coordinate and facilitate project team meetings and client meetings, document meeting minutes, and follow up on action items; Conduct in-depth analysis aimed at improving operational performance management, portfolio risk, and profitability utilizing asset allocation modeling and portfolio optimization techniques.
- Collaborate with peers to ensure consistency and accuracy of projects and deliverables to meet client expectations; Communicate project status, risks, and issues to investment teams and management and recommend solutions to mitigate project risks; Communicate business trends and interpret risk analytics for senior management; Proactively lead portfolio evaluations and diagnostic reviews, issue and evaluate vendor RFPs, and prepare related deliverables; Manage project change requests and ensure appropriate approvals are obtained before implementing changes.
- Participate in continuous improvement project initiatives to develop and implement efficient procedures; Collaborate with peers to ensure consistency and accuracy of projects and deliverables.

Senior Analyst | Cambridge Associates, LLC | January 2021- March 2023

Arlington, VA

- Assist in the development and implementation of business strategies and workflow procedures; Serve as the first point of contact for external stakeholders, clients, and investors, ensuring all requests are handled in a timely manner.
- Serve as a subject matter expert on various technical topics, conduct portfolio performance analysis, and manage client expectations; Leverage relationship management skills to develop and maintain credible rapport with clients.
- Participate in continuous process improvement initiatives to optimize project processes and procedures; Conduct research and provide analysis on market trends, industry best practices, and competitor strategies and communicate data to senior management.

Operations Project Analyst | The Vanguard Group | June 2017 - December 2020

Malvern, PA

- Incorporate lean methodology and identify business opportunities and resolutions to increase efficiency and profit; Gather client and business performance data to generate relevant, actionable insights and make strategic recommendations.
- Collaborate with leadership in IT, Analytics, & Legal to define, implement, and communicate strategic initiatives to strengthen Vanguard's retirement plan offer; Work closely with IT teams and business stakeholders to develop project plans, track progress, and ensure timely completion of projects within scope and budget.
- Utilize strong organizational and time management skills to manage a wide range of projects and tasks, including research, project document preparation, and meeting coordination; Propose process improvement solutions for the Institutional Investor Division to sustain competitive advantage.

SKILLS

Google Project Management Certificate | Lean Methodology | Data Analytics | Microsoft Excel & PowerPoint | Asana | CRM skills

EDUCATION

Master of Business Administration | Graduated December 2021

West Chester University of Pennsylvania

Bachelor of Science, Finance | Graduated May 2017

West Chester University of Pennsylvania