
PAUL SELBY

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EXPERIENCED IT PROJECT MANAGER

Results-driven IT Project Manager with extensive experience and a record of successfully delivering Information Technology projects of all sizes on time and on budget. Solid experience adapting to and leading organizational change. Focused on building effective partnerships with business customers, vendors, and other teams. Strong business acumen combined with sound technical knowledge and skills. Broad knowledge of software technologies and applications using diverse hardware and software platforms.

CORE COMPETENCIES

Software Development Life Cycle	Project Management	Team Building & Leadership
Client & Vendor Partnerships	Resource Management	Change Management
Audit Management & Controls	Process Reengineering	Financial Management
Cross-Functional Partnerships	Quality Assurance	Risk Management

PROFESSIONAL EXPERIENCE

CITY OF TORONTO, Toronto, Ontario
Computer Tutor

2011 – Present

- Managed and deployed project that rolled out the first training seminar to use real-time assessment using the Classroom Performance System (CPS).
- Deployed web Satisfaction Survey for Toronto Employment & Social Services.
- Assisted clients with basic computer skills, Microsoft Office and other software support, email assistance, and general internet skills.
- Assisted clients with job search, resumes, and registration with various government programs to improve access to the job market and educational opportunities.
- Provided software and hardware support to Social Services caseworkers.
- Maintained Employment Centre computers and equipment.

INDEPENDENT CONSULTANT, Toronto, Ontario

2009 – 2011

- Website design/maintenance using HTML, CSS, Dreamweaver, ASP.NET, and C# for several clients.
- Database design/maintenance using Microsoft SQL Server and Microsoft Excel for several clients.
- Computer hardware and software troubleshooting and repair.

AMERICAN STUDENT ASSISTANCE, Boston, Massachusetts
Senior Project Manager

2000 - 2008

- Planned and managed complete rewrite of company's financial accounting/billing system to drastically improve accuracy. The original system was out of balance by millions of dollars; the upgraded system was reconcilable within a few cents. Worked closely with the senior management team and the outside audit team to pass a rigorous compliance audit by the U.S. Department of Education.

- Coordinated with Federal and State government agencies to significantly improve all major systems. Major upgrades were successfully deployed for the U.S. Department of the Treasury TOP (Treasury Offset Program), U.S. Department of Health and Human Services National Directory of New Hires (NDNH), U.S. National Student Loan Data System (NSLDS), and Massachusetts Department of Revenue (DOR) systems to satisfy U.S. Department of Education compliance and audit requirements.
- Increased loan rehabilitation by 50% by implementing a new suite of applications targeting borrower behaviour. The new process formed the basis for the company's "wellness" core competency.
- Developed and deployed key components of the company's Software Development Lifecycle as a member of the process and procedure standards team. Developed and presented training courses and assisted with the rollout of the new standards.
- Planned and managed the transition to a formal release process.
- Played a pivotal role in the integration of Compuware's ChangePoint portfolio management tool into the software development process.
- Managed direct reports as well as multiple concurrent project teams consisting of more than 50 staff.
- Transformed the relationship between IT & business units from an openly hostile one into a collaborative team.
- Successfully implemented dozens of medium to large projects during a period of unprecedented organizational change and upheaval.
- Stabilized production system with coordinated attack on weak areas and developed standards and procedures for documentation, development, maintenance, and control.
- Managed critical response team to resolve production problems and outages during crucial periods of high demand processing periods.

EDS SYSTEMHOUSE Inc., Toronto, Ontario
Senior Consultant, PeopleSoft Practice

1998 - 1999

- Designed and implemented improvements to a PeopleSoft Payroll v7 management reporting interface and Oracle database schema as Technical Consultant to Children's & Women's Health Centre of British Columbia.
- Decreased budget processing time by 90% and lowered costs by more than 75% as Technical Team Lead for a PeopleSoft Financials v5 to v7 upgrade for Dofasco Inc.
- Managed technical assessments for a proposed PeopleSoft Time & Labour v7 to v7.5 upgrade for Honda Canada Inc. as well as a proposed PeopleSoft Payroll/Benefits v7 to v7.5 upgrade for EDS Systemhouse Inc.

EDUCATION & PROFESSIONAL DEVELOPMENT

Project Management Fast Track (2006), *Boston University*

Insurance and Reinsurance courses, *Canadian Insurance Institute*

Continuous Education:

Project Management Tools and Techniques, Project Estimating & Risk Management, Productivity Management, General Management, Leadership, Systems Analysis & Design, Consulting Skills

Software:

DBMS (Oracle, SQL Server), HTML, CSS, PeopleSoft Financials & HR (v7), C#, ASP.NET, Java, Microsoft Office, Microsoft Access, Mainframe COBOL, MicroFocus COBOL, CICS, CSP, Excellerator II, Easytrieve, RPGII, Visual Basic, PICK Basic, most major Operating Systems, et al.