

MORRIS A. PATAKY
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PROFESSIONAL EXPERIENCE

06/2010 – 02/2013 **CITI Group, Tampa, Florida**
Senior Business Analyst - Consultant

- Primary liaison between Business and Technology who captured and analyzed Key Business Requirements and Process Flows
- Acting Project Manager responsible for End-to-End implementation process for Latin America suite of mission-critical applications. Responsibilities included maintaining Project Plans, performing Gap Analysis, and driving Issue Management
- Authored BRDs and facilitated overall document approval process
- Performed complex data mappings between various internal/external sources and custom application with coordinated effort with Data Architects
- Identified and Recommended improved Operational process flows
- Managed Operational Readiness of new implementations and processes
- Developed Testing Strategy and overall Acceptance Criteria with Business units
- Performed QA and provided overall implementation support
- Responsible for ongoing development/enhancement to strategic Income and Corporate Action business units' infrastructure

02/2010 – 04/2010 **Mazorra & Mazorra Inc. Woodside, NY**
Accounting Assistant

Responsibilities included reconciliation of corporate accounts, served as a link between Spanish speaking clients and the CPA's. Helped accountants with the gathering of information and documentation for income tax preparation.

2007 – 2009 **Global Financial Services - Charlotte, North Carolina**
Business Analyst

07/2007 – 07/2009 **Wachovia Securities, Glen Allen, Virginia / St. Louis, MO**
04/2008 – 07/2009 **Breakpoint Analyst --Mutual Funds**

Analyze current mutual fund trades utilizing in house calculator system. Analyze the exceptions and determine whether the trades were processed at the correct ROA, LOI's, breakpoint prices, and inform the broker that the trade needs correction. If no response sent trades to be cancelled and re-billed.

11/2007 – 03/2008 **Direct & Off shore Transfers**

Process direct and offshore mutual fund transfers, research, submit, and reconcile client's accounts and aged transfers. Serve as liaison between the Latin American branches and the fund companies to ensure smooth processing of requests submitted.

07/2007 – 11/2007 **Trading**

Responsible for daily workflow of mutual funds trade rejects, provided research and operational support for brokers and branch personnel. Worked closely with third party No-Load vendors and various Mutual Fund companies ensuring that trade reject issues were resolved.

2006 – 2007 **Juniper Systems Inc - New York, New York**

09/2006 – 07/2007 **Citigroup, New York, New York**
Business Analyst

Mutual Funds audit and reconciliation of fund accounts, network level 3, and house accounts. Investigation of aged position related items and their resolution. Utilized in house system FCI, Excel, Access, DST Vision, Advisors Central

08/2004 – 07/2006 **Wachovia Securities, Glen Allen, Virginia**
Business Analyst

Third phase: Reconcile and process daily and aged mutual funds. Provide information and solution to branches and brokers regarding their open issues.

- Research and update customer accounts.
- Utilize Beta, Schwab Surpass, Prui, Lotus Notes, Vision, and Access.

12/2003 – 08/2004 **Wachovia /Prudential, Mutual Funds Refund Project, New York, New York**
Breakpoint Analyst

Second phase: Analyzed historical trades prior to November, 2003. A spreadsheet was utilized for the analysis. The final conclusion, based on the analysis, was to determine whether or not the client was entitled to a refund.

First phase: Supervised a crew of fourteen consultants as well as analyzed daily mutual fund purchases that occurred after Nov. 2003, to ensure that investors had been charged the correct breakpoint sales charge.

1996 – 2002 **CONSTANTIN CONTROL ASSOCIATES, L.P. - Jersey City, New Jersey**

10/2002 – 12/2002 **Citibank, Mutual Funds, Stamford, Connecticut**
Bank Consultant

- Researched and reconciled clients' mutual funds "aged items" transactions and position.
- Balanced daily activity between the firm's house accounts and account balances at various mutual fund transfer agents.
- Provided operational support to branch offices, including transfer of assets from outside fund groups to clients' brokerage accounts, exchanges and liquidations.

09/2001 – 01/2002 **The Bank of New York, Mutual Funds, New York, NY**
Account Administrator

- Daily contact with institutional clients regarding portfolio servicing, prepare new accounts forms, and input portfolio transactions. Check and verify cash balance projection reports daily, reconcile prior day's portfolio transactions against the customer's custodian account journal.
- Researched overdraft positions, resolved daily differences in portfolio settlements with customers and securities processing.
- Follow-up on corporate actions issues for customer's decision, dividends allocation.
- Transferred funds as required.
- Utilized in-house system ASP.

2000 – 2001 **SECURITY OPERATIONS SPECIALISTS - Houston, Texas**

12/2000 – 04/2001 **First Clearing Corporation, Tax Call Center, Glen Allen, VA**
Tax Call Center Associate

Provided information to clients via phone or e-mail related to tax reporting. Areas included: 1099-DIV, 1099-B, 1099-INT, 1099-OID, non-reportable annual information, 1042-S, 1041 (schedule K-1), 5498, and 1099-REMICs. Additional duties: New Accounts researcher, KYC, AML.

1996 – 2000 **CONSTANTIN CONTROL ASSOCIATES, L.P. - Jersey City, New Jersey**
08/2000 – 12/2000 **Chase Manhattan Bank, New York, NY**
Account Administrator

Heavy Interface with Banks Custody Clients regarding all aspects of their Domestic and Global accounts at Chase, including but not limited to trade settlements, Fixed income securities, funds movements, FX, ETC.
Researched trade discrepancies and corporate actions. Received, researched and acted towards resolving all clients' inquiries. Utilized Titan, GTI, AM Trust, Global Plus and Lotus Notes.

03/2000 – 08/2000 **Preferred Capital Markets, San Francisco, CA**
Special Project Information--Technologies Manager

Instrumental in making this on-line brokerage firm a member of the following institutions: DTC, NSCC, Harris Trust, and Dreyfus. Other responsibilities included working on the compliance area on new accounts, and serving as liaison between various departments and SAGE, an in-house Back Office System. In addition, formulated enhancement to the programmers for the SAGE system. Participated in the preliminary steps conversion from the SAGE system to Sungard. Assisted the project manager in running the whole project.

07/1998 – 03/2000 **Chase Manhattan Bank, Global Private Banking, New York, NY**
Business Analyst--Supervisor

Global Private Banking: Responsible for the investigation and reconciliation of outstanding corporate actions for international and domestic securities. Utilized MultiShear (Assets and Currencies Management System), GTI (London base tracking system for assets and cash), and Global Plus. Additional duties included training of new consultants.
Domestic Operations Private Banking: 1) Investigated, researched and assigned the zero days-breaks to the proper owners. Utilized Titan, AM Trust and Excel (spreadsheets). 2) Managed three other staff members investigating zero day breaks. Assigned and resolved the most difficult items. Areas of research included: Corporate Action, Trades, Time Deposits, Face Values, and Securities Lending.

04/1998 – 06/1998 **Banker's Trust Company, London, England**
Management Consultant

Member of the post-integration task force that oversaw the proper functionality in the fusion of the two main systems and sub-systems EDP (Equity Derivative Processing) at Bankers and GES (Global Equity System) at Nat West following their merger. Responsibilities included identification of workflow problems and evaluating the need of resources. Allocated resources in needed areas with management approval. Estimated the impact of breaks on other areas.

01/1998 – 04/1998 **NEDBANK, Johannesburg, South Africa**
Management Consultant

Oversaw the reconciliation and processing of Scrip, Bonds, Corporate Actions, receive, delivery and transfers to include the correct allocation of cash dividends and stock distribution. Served as liaison between client and Asset Management Firms to resolve discrepancies on the accounts, in preparation for the conversion from SCP (scrip management system) to the OMNI system (Sungard).

10/1996 – 11/1997 **Chase Manhattan Bank, Brooklyn, NY**
Banking Consultant--Global Derivatives

Consultant on Chase/Chemical merger project. Investigation and reconciliation of aged derivative products. Resolution of intercompany/interbank and third party claims, fixed/floating currency, interest swap recalculations, management of initial, periodic and final exchanges and fees, calculation of net positions vs. unrealized swap gain, realized hedge loss and unrealized hedge loss. Spoke to clients to settle discrepancies and compensation disputes regarding different SWAPS products. Utilized NOPS, TSS, PEGA, Bloomberg, and Excel.

1993 – 1996 FLEX RESOURCES - Jersey City, New Jersey

**04/1995 – 10/1996 The Bank of New York, New York, NY
Global Accountant--Global Custody**

Responsible for system testing (including UAT and parallel running) of conversion from EBTRAK to DATASTORE (in-house integrated portfolio management system). Performed accounting and financial auditing of master trust accounts and securities held in accounts; obtained and verified instructions from account administrators; responsible for correcting reports produced by the Bank's system and instructing support departments regarding any discrepancies; prepared PC based reports as requested by clients; calculated trust fees on a monthly and quarterly basis.

**07/1993 – 04/1995 Citibank, N.A. New York, NY
Account Administrator--Global Custody**

Provided information to Latin American and European clients (both Citibank branches and correspondent banks) on status of trades and foreign exchange settlements and on their account status. Performed accounting and financial duties related to client accounts including stocks and bonds. Assisted in the conversion from FISM (batch) system to London base SECORE (real time) system. Other responsibilities included: Parallel running and user acceptance testing.

**1988 – 1991 THE READ CORPORATION - Middleboro, Massachusetts
Director of Marketing/ Latin American Operations**

- Responsible for all sales and marketing operations for Latin American territory for this industrial screening equipment company.
- Sold equipment directly to end-users and developed a dealership network throughout Latin America, increasing revenues by \$1.5 million.
- Responsibilities included financial analysis of dealer candidates, establishing territories for new dealers, calculating import/export duties and acting as a liaison between dealers and manufacturers.
- Trained distributors and support staff in the maintenance and use of company equipment.
- Oversaw the protection of copyrights, trademarks, and patents of company product-line.

**1983 – 1987 BANCO MEXICANO SOMEX - New York, NY
Operations Assistant/Global Custody**

- Prepared monthly bank reconciliation.
- Analyzed underwriting results to forecast forthcoming quarter.
- Contacted clients regarding the status of their accounts.
- Prepared schedules for quarterly and annual financial statements.
- Assisted in the control and verification of payments, money transfers, international and city collections made through the New York Clearing House.

EDUCATION

Plymouth State University, University System of New Hampshire at Plymouth, NH

MBA Marketing - 1988

University of Rhode Island, Kingston, RI

B.S., Business Administration, 1983, Double Major: Marketing and Finance

SKILLS

DOS, Windows, SQL, Visual Basic, Excel, Microsoft Word, Visio, Lotus, Access

LANGUAGES

Bilingual-fluent in Spanish and English, and knowledge of Portuguese