

Michael D. LaRiviere, PMP

Senior Project Manager

Professional with 13 years of experience managing projects in a hybrid life cycle environment within the wealth management sector of the financial services industry. Past experience includes business operations, administration and business development.

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KEY COMPETENCIES AND SKILLS

Project Management	Requirements Gathering	High-Level Client Relationship Management	Strong Verbal and Written Communication Skills
Agile, Waterfall Methodology	Team Leadership	Lean Six Sigma Methodology	Staff Supervision/Training
Administration/Operations Mgmt. Experience	Advanced Computer Literacy		

LICENSES | CERTIFICATIONS

FINRA Series 66. Uniform Combined State Law/Investment Advisor

Project Management Professional (PMP)

FINRA Series 7. General Securities Representative

CompTIA Project+ Certified

Lean Six Sigma Green Belt Certified

WORK EXPERIENCE

Senior Project Manager

Rex Global Wealth Management | Summit Financial, LLC

06/2008 – Present

Parsippany NJ

Accomplishments

- Manager of concurrent coordinated financial plan projects for clients in the United States, Europe and Asia
- Effective communication and interpersonal skills used to motivate, lead and serve the project team throughout the project life cycle
- Launch projects leading teams consisting of Para-planners, Attorneys, CPA's and vendors through project phases to ensure deliverables received and approved by customers within time, scope and budget constraints
- Work within the organization's set of standard processes and procedures as well as enterprise environmental factors (regulatory oversight by FINRA and the SEC) for conducting work within scope parameters
- Daily interface with clients (primarily C-Suite executives) as the main point of contact to ensure satisfaction and reduce and/or eliminate issues and risks; proactively identify and resolve issues before they can affect stakeholders; always attuned to the "Voice of the Customer"
- Coach and monitor team members on various Technical and Project Management issues during the project life cycle to achieve maximum results
- Analyze problems and methodical approaches to maximize the efficiency of the business and best practice solutions for complex problems; identify risks, perform qualitative and quantitative analysis and plan risk responses
- Closely monitor and control processes and measure against baselines to ensure project success
- Review project work for errors and omissions including budgets, cash flow analysis, insurance analysis, investment analysis, estate, tax and trust design to align with the project charter
- Knowledgeable in the PMBOK guide principles and practices

WORK EXPERIENCE

Operations Manager

Rex Global Wealth Management | Summit Financial Resources, Inc.

06/2007 – 06/2008

Parsippany, NJ

Accomplishments

- Team leader in ultra high net-worth client development from initial contact, data gathering, client acquisition and client service for over 400 families. Target market: 20 M+ net worth. Services geared to domestic clientele and niche market of US/UK dual citizens and US expatriates living and working in Europe and Asia
- Co-managed a team of twelve to track new business opportunities, financial plan implementation, compliance requirements, Senior Advisor debriefs, prospect/client follow up and complex financial design meetings with subject matter experts
- Writer of all mass disseminated client communication via mail and email as well as team proofreader for all important client communication by staff members
- Planning coordinator responsible for new accounts, planning fee collection, vendor relationship management, contract settlement and timely completion of financial plans to meet strict deadlines
- Member of 4-person senior management team that offered guidance to senior Partner on workflow best practices, personnel, industry, compliance and regulation updates
- Responsible for all international meeting coordination (average of 70 mtgs per trip abroad)
- Series 7 and 66 licensed team member responsible for all review/sign-off on client security trades, AUM fee review and trust account payments while adhering to strict FINRA and SEC compliance regulations
- Provided oversight for a 200 M insurance book of business; delivered operational analysis output to stakeholders
- Liaised daily with outside senior attorneys, accountants, insurance professionals and internal senior management to discuss client cases and case progress

Associate - Business Development

Rex Global Wealth Management | Summit Financial Resources, Inc

06/2005 – 06/2007

Parsippany NJ

Accomplishments

- Succeeded in developing an untapped overseas market. Efforts resulted in dynamic growth and the largest client accounts for the team in 2006, 2007 and 2008
- Reported directly to the firm Principal in all efforts to attract new business. Excelled in a team environment that rewarded a strong work ethic and creativity. Responsible to meet weekly and quarterly prospecting goals
- Responsible for team marketing efforts to develop client base in the USA and United Kingdom utilizing newsletters, advertisement, press releases, as well as web-based and direct marketing techniques, independently researched and tested, to reach niche clientele

EDUCATION

Bachelor of Arts

Rutgers University

2001 – 2005

New Brunswick NJ

Fields of Study

- Philosophy (Honors), Economics

ORGANIZATIONS

Project Management Institute®

Financial Industry Regulatory Authority (FINRA)

PMI New Jersey Chapter