

# Cecilia Lee Smith, PMP

## EDUCATION

**B.S. in Business Administration, Concentration in MIS and Finance** [REDACTED]  
*State University at Buffalo, Amherst, NY*

## CERTIFICATIONS/AFFILIATIONS

**Project Management Certification, Analysis and Design of IS (2003)**  
*Columbia University, New York, NY*

**Project Management Professional (2011)**  
*San Diego, CA*

**ICANN Business Constituency Member (Current)**

**Brand Registry Group Board Member (Current)**

## PROFESSIONAL EXPERIENCE

**Director, Domain Name Compliance & Policy**  
**TriTech Software Systems**

March 2014 – Current

*Los Angeles, CA*

- Responsible for the operations of the .FOX Top-Level-Domain from contracting through implementation and launch of this new digital space. Architect .FOX to be used by marketing, corporate, B2B services, security and other consumers.
- Track and manage all New gTLD spaces and recommend defensive and/or marketing opportunities to internal business groups.
- Develop policies surrounding the registration, management and use of domains within the corporate domain portfolio.
- Educate internal stakeholders on .FOX, the New gTLD Program, Rights Protection Mechanisms and ICANN Policies.
- Attend ICANN meetings to engage with other brand owners, businesses and ICANN staff to stay abreast of policies and changes, via the Business Constituency Group, Brand Registry Groups, ICANN forums and associated vendors.

**Project Portfolio Manager**  
**TriTech Software Systems**

July 2013 – February 2014

*San Diego, CA*

- Manage 7 project managers within project portfolio to delivery public safety software and meet company's revenue recognition goals. Led large-scale project teams from sales review process, project planning, client sign-off through go-live.
- Provide strategic direction to internal operation teams on running projects and processes more efficiently and effectively through lessons learned, training programs and team meetings.
- Responsible for reviewing, creating and/or approving project contracts such as Project Charters, Statement of Work, Task Completion Report and Budget Variances.
- Define implementation process for new products such as Cloud IQ and Analytics. Create SOW, guidelines and checklists.

**IT Director, Enterprise Application Services  
Fox Entertainment Group**

August 2006 – May 2011

*Los Angeles, CA*

- Responsible for strategic planning and day-to-day operations for the Legal Systems Department. The department develops and supports Tier-1 applications used by Enterprise-wide departments and external clients for mission critical processes and highly secured document management.
- Manage teams of 25+ project managers, developers and consultants including 4 direct reports.
- Responsible for leading, tracking and managing all aspects of programs and projects. Create Team's SharePoint site to track and updating project status. Capture project meeting minutes, track schedule and benchmark against the budget.
- Meet with business units to identify business needs. Create project charter, manage project documentation and training material.
- Provide detailed analysis and recommendations to senior management from project inception, funding, resource allocation, vendor management, implementation, and end-user training.
- Responsible for system availability of Tier-1 applications and compliance with financial and legal policies. Manage and maintain financial and legal documentation for projects and systems.

**Associate Director – Division Technology Liaison  
UBS Financial Services**

April 2005 – April 2006

*Los Angeles, CA*

- Served as business liaison between the Western financial branches and home office technical teams.
- Oversaw major implementations including the XP rollout, Consultworks 2 platform upgrade and branch relocations. Managed teams of up to 20 IT staff to complete rollouts.
- Conducted wellness checks for 140 branches across 17 states to identify cost savings. Met with branch management to assess their IT needs.
- Developed field implementation and training strategies for home office technology initiatives including the Western Division's Business Continuity Plan.

June 1999 – April 2005

**IT Project Manager  
UBS Financial Services/Investment Bank**

*Weehawken, NJ*

- Led Demand Management Initiative. Created global repository of market data products and services for UBS Financial Services, UBS Global Asset Management and UBS Business Banking.
- Audited retail financial branches on hardware, software and application usage. Traveled to financial branches throughout the US to review market data and technology with management team. Reported findings to Chief Administrative Officer and Division Financial Officers.
- Automated Market Data reports enabling end-users to run queries and pull Reuters and Bloomberg market data reports via Intranet. Resulted in market data savings of over \$5 Million.
- Implemented Legal Call Record Retention system enabling electronic records retrieval from retail branches throughout the US.
- Responsible for gathering financial market data from various 3<sup>rd</sup> party sources and mined and completed data into useable information for managers to review.

**TECHNICAL  
SUMMARY**

Microsoft Office, Microsoft XP and Windows 7, Microsoft SQL Server 2008, OpenText eDocs, Xerox SMARTsend, DataCert eBilling, EMC eRoom, EMC Kazeon, PeopleSoft HRMS, Anaqua Intellectual System, .NET 3.5, Constant Contact, Salesforce, Dovico