

# Katherine Patricia Ray Lantigua

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## Professional Experience

### **Project Manager/Process Improvement**

Aug. 2013 – Aug. 2017

*CITI Dominican Republic*

Santo Domingo, D.R.

- Managed project tasks and arranged information availability in order to ensure timely project completion
- Created process flows for bank's current procedures
- Evaluated current bank's procedures as well as identified opportunities of improvement, such as develop approval flows in the BRM (Business Requirement Management) tool, and manage implementation

### **QA & MIS Control Assistant/ Process Improvement**

Feb. 2013 – Aug. 2013

*CITI Dominican Republic*

Santo Domingo, D.R.

- Developed process flow for existing bank procedures
- Evaluated current processes and identified improvement opportunities
- Processed operational data to develop the weekly GMRS (Global Management Reporting System) report as well as other periodic statistics reports for bank's commercial products
- Generated process flows to identify improvement opportunities
- Managed all controlled bank documents such as policies, Product Programs and training materials

### **Procurement Analyst**

Jul. 2012 – Feb. 2013

*CITI Dominican Republic*

Santo Domingo, D.R.

- Processed purchase orders for internal clients
- Analyzed procurement options, decide preferred supplier and execute purchase

### **QA & MIS Control Assistant**

May 2011 – Jul. 2012

*CITI Dominican Republic*

Santo Domingo, D.R.

- Processed operational data to develop the weekly GMRS (Global Management Reporting System) report as well as other periodic statistics reports for bank's commercial products
- Generated process flows to identify improvement opportunities
- Managed all controlled bank documents such as policies, Product Programs and training materials

### **Seminars and Training Conference Assistant**

Jul. 2010 – Dec. 2010

*Integral Training Solutions (INTRAS)*

Santo Domingo, D.R.

- Organized and arranged execution of training events
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## Education

### **Master in Communications and Media Technologies**

2017 – Actual

*Rochester Institute of Technology (RIT)*

New York, USA

### **Master Executive in Global Entrepreneurship Online**

2014 – 2015

*Escuela de Organización Industrial (EOI)*

Seville, Spain

### **Bachelor in Industrial Engineering**

2007 – 2011

*Pontificia Universidad Católica Madre y Maestra*

Santo Domingo, D.R.

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### **Additional Training**

CITI “PMTR Level 1 – WBS Keystone of PM” Course (Citi)	June 2016 Santo Domingo, D.R.
CITI “PMTR Level 1 – Risk Management” Course (Citi)	February 2016 Santo Domingo, D.R.
CITI “Leading Cross-Cultural Virtual Teams” Course (Citi)	February 2016 Santo Domingo, D.R.
CITI “PMTR Level 1 – Project Quality Management” Course (Citi)	January 2016 Santo Domingo, D.R.
CITI “PMTR Level 1 – Project Estimating and Scheduling” Course (Citi)	December 2015 Santo Domingo, D.R.
CITI “PMTR Level 1 – Managing Project Scope” Course (Citi)	July 2015 Santo Domingo, D.R.
CITI “Operational Risk – Identification and Measurement” Course (Citi)	March 2015 Santo Domingo, D.R.
CITI “Leading a Global Project – Essential Skills for Leading a Global Team” Course (Citi)	June 2014 Santo Domingo, D.R.
“Project Management” Seminar (Intras)	March 2014 Santo Domingo, D.R.
“Lean Six Sigma. Green Belt” Certification Course (Quality GB)	March 2013 Santo Domingo, D.R.

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### **Honors and Awards**

- Full college scholarship from the Central Bank of the Dominican Republic for outstanding students
- “Young National Talent” Award – INTEC Program with outstanding high school senior students nationwide