

Catherine Tibaaga

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Skills

- Risk Management: Vendor Risk Management, IT Risk Management, Enterprise Risk Management, Operational Risk Management, Risk Assessments
- Industry Standards: ISO 27000 Family, ISO 31000, NIST, PCI
- Risk Management Software: RiskVision, Hiperos MetricStream
- Regulations: OCC 2013-29, FRB, FDIC, GLBA, Privacy Laws
- Other Skills: Vendor Management, Contract Negotiation, Key Performance Indicators, Key Risk Indicators
- Financial Software: Oracle, JD Edwards OneView Financials, QuickBooks
- Project Management Tools/Skills: DOORS, SharePoint, UseCases, Software Development Life Cycle
- CRM Tools: Salesforce
- Associations: Global Association for Risk Professionals (GARP), Professional Risk Managers International Association (PRMIA)
- Honors and Awards: 2012 Jones Lang LaSalle VIP Award- Recognition for winning Account Team of the Year, 2011 Jones Lang LaSalle VIP Award- Recognition from the client ExxonMobil

Professional Experience

Commerzbank AG

New York, NY

IT Risk Assessment Consultant

02/2017-Present

- Completing IT Security Risk Assessments for vendors and suppliers that are part of the Vendor Risk Management Program
- Evaluating whether vendor's security controls are in alignment with industry standards (ISO 27000 family, NIST standards) and company information security practices.
- Working with Vendor Risk Management to create, implement and maintain the maturity scale used to evaluate vendor controls.

Freddie Mac

Washington DC

Senior Enterprise Vendor Management Professional

01/2016-02/2017

- Manage a team of Vendor Risk Management (VRM) analysts to ensure that the Vendor Risk Assessments are completed and that Service Level Agreements (SLAs) are met
- Lead and manage training efforts to ensure that proper training is provided to the (VRM) Analysts
- Serve as the subject matter expert on VRM oversight and best practices
- Work with Enterprise Risk Management (ERM) to review the VRM process and ensure that the processes and procedures are in alignment with ERM principles, the three lines of defense principles and regulatory guidelines such as OCC 2013-29
- Work with Information Security, Privacy, Business Continuity and Disaster Recovery to ensure that all risk reviews are completed thoroughly and according to SLAs
- Lead efforts to ensure that VRM analysts and Enterprise Operational Risk Management work with the business areas to complete the evaluations of the SOC 1 and SOC 2 reports
- Oversee the VRM analysts to ensure that the exit strategies are completed for vendor
- Oversee collaborative efforts between legal, procurement and VRM analysts to ensure that the appropriate contractual language is added to account for risks identified during the vendor risk assessment
- Perform ongoing monitoring and testing of VRM Oversight's controls
- Establish, maintain, and execute an ongoing end-to-end Quality Assurance program of VRM Operations' compliance
- Provide technology support acting as a liaison for VRM change management activities

JPMorgan Chase & Co

Westmont, IL

Associate- Vendor Management Delivery Manager

02/2014-05/ 2015

- Reviewed existing vendor contracts and drafting new vendor contracts in accordance with company legal policies
- Drafted RFPs for new projects Worked with Sourcing and Legal to facilitate contract negotiations and to execute contracts
- Utilized SharePoint to mitigate all issues related to vendors

- Worked with Corporate Legal and Risk Management to ensure that all existing contracts and amendments met standard legal and risk management requirements
- Evaluated and monitored contract performance to determine necessity for amendments or extensions
- Utilized Excel to complete Key Performance Indicators (KPIs), track SLAs and contract performance
- Worked with IT and Operational Risk Management to identify, assess, evaluate, monitor and mitigate risks for all active credit risk vendors
- Sent risk assessments and due diligence questionnaire to vendors
- Coordinated audits of vendors with operational risk and IT Risk Management
- Worked with Operational Risk and IT Risk Management to evaluate all risk assessments
- Worked with Credit Risk to manage vendors that support the customized lending process using the Third-Party Office Process
- Used Excel to create an Operational Risk Calculator that automatically calculates the recommended insurance requirements for vendors that support the credit risk custom lending process
- Conducted OFAC searches to ensure potential and current vendors are cleared
- Created disengagement and business continuity plans to ensure that contracts are successfully terminated and Company Confidential information is properly returned
- Analyzed vendors' financial statements to evaluate credit risk associated with vendors
- Created Business Continuity documentation to ensure that alternative vendors and processes are identified and documented
- Worked with compliance to identify the proper regulations that apply to all vendors that are being on-boarded
- Researched various regulations regarding proper oversight of third-party relationships and creating training material to present to internal and external partners

E*TRADE Financial

Arlington, VA

Vendor Risk Management Analyst

04/2013-09/2013

- Built risk database for Quality Assurance Manager using Microsoft Access and Excel for the purposes of tracking risks
- Utilized Agilience and Oracle to track and complete daily process for all critical and non-critical vendors
- Used Microsoft Excel, Agilience and Oracle to track and report on a weekly basis whether all vendors imported into Agilience are in compliance with Procurement, Legal, and Vendor Risk Management policies
- Performed financial statement analysis to determine credit risk associated with vendors
- Reviewed certificates of insurance to ensure compliance with contractual agreements as dictated by Legal and Insurance Risk Manager
- Worked with Anti-Money Laundering (AML) Department to ensure that Office of Foreign Assets Control (OFAC) scans are completed for all vendors imported into Agilience from Oracle
- Reviewed SSAE16 documentation to complete review of risk assessments for all critical vendors
- Used Microsoft Visio to write process flows for Vendor Risk Management program
- Utilized Factiva to research news feeds associated with all critical vendors and create Factiva reports as required by the OCC
- Worked with Legal, Project Leads, Procurement, Information Security, Business Continuity, Credit, Compliance and other key stakeholders to identify, assess, evaluate, mitigate and monitor all risks associated with critical and non-critical vendors
- Worked with VP of Vendor Risk Management to ensure that vendor risk management program is on track with complying with Office of the Comptroller of Currency (OCC) mandates specifically OCC bulletin 2001-47
- Researched and read publications related to Vendor Risk Management and Enterprise Risk Management such as *Enterprise Risk Management-Integrated Framework by COSO, A Practical Guide to Risk Assessment* by PricewaterhouseCoopers and other papers by The Aberdeen Group
- Ensured that all Vendor Risk Management documents are current and maintained in the appropriate records repository and archived according to E*TRADE's records retention policy

Jones Lang LaSalle Americas, Inc.

ExxonMobil Account

Fairfax, VA

Contracts/Procurement Administrator

06/2011-04/2013

- Reviewed existing vendor contracts and drafted new vendor contracts in accordance with company legal policies
- Performed financial statement analysis to calculate risk score using Risk Assessment template
- Administered and maintained contract files to ensure compliance with Jones Lang LaSalle and client Sourcing requirements
- Worked with Corporate Legal and Risk Management to ensure that all existing contracts and amendments met standard legal and risk management requirements
- Evaluated and monitored contract performance to determine necessity for amendments or extensions

- Worked with Corporate Risk Management and Legal Department to evaluate proper insurance coverage for each vendor
- Completed risk assessments on all vendors using Risk Assessment Template and Matrix
- Evaluated certificates of insurance using Risk Assessment Template and Matrix to ensure that vendors were in compliance with Jones Lang LaSalle Risk Management policies
- Worked with technical leads and suppliers to obtain pricing and scopes of work for all procurement projects
- Created purchase orders using JD Edwards OneView Financials
- Wrote Standards of Operating Procedures for contract, purchase orders and risk management processes
- Completed Key Performance Indicators (KPIs) and submitted them to Corporate Sourcing and Procurement
- Worked with Environmental, Health and Safety Manager to evaluate OSHA 300A Logs for new and existing vendors

StreamCenter, Inc.

College Park, MD

Financial Administrator

05/2008-01/2011

- Prepared financial statements: Income Statement, Balance Sheet and Statement of Cash Flows
- Analyzed company financial statements
- Performed cost analysis of all services offered by StreamCenter
- Created and managed internal controls for the purposes of asset protection
- Analyzed data flow between e-commerce system ABLE, Paypal, and bank to develop accounting procedures
- Created daily and monthly journal entries for the general ledger
- Managed schedule of accounts payable, accounts receivable, and depreciation
- Managed cash payments and cash receipts and reconciled the bank statement
- Prepared expense reports and monthly sales commission reports for the CEO and Sales Department
- Performed year-end audit and closing entries
- Prepared financial statements: Income Statement, Balance Sheet and Statement of Cash Flows

Education

Fordham University

New York, NY

Bachelors in Mathematics and Economics

University of California- Berkeley

Berkeley, CA

Certificate in Software Development and Programming

Etiquette School of New York

New York, NY

Social Success Makeover for Adults: Social and Business Etiquette