Janet B. Kubicki

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## SUMMARY

Product Manager with 6 years of experience on SaaS / Cloud based corporate recruiting systems (applicant tracking systems (ATS) / talent management systems). Experienced working within the Agile and Waterfall development methodologies (or a blending of both) and generating documentation from market requirements to functional specifications to user stories to implementation presentations. Project experience ranges from straightforward feature additions to complex new modules to user interface redesign of existing functionality. With a background in client services and support, am comfortable engaging client end users and advocating for user experience design. Enjoy utilizing Axure RP to mock up new screens, create wireframes or higher fidelity interactive prototypes for user research and engineering design sessions. Subject matter expert in configuration administration tools, candidate experience, candidate forms and OFCCP regulation impacts.

## WORK EXPERIENCE

##### IBM (work from home for Armonk, NY based company) Apr 2013 - present

###### **Advisory Product Manager**

Manage multi-phase and large-scale projects to improve the IBM Kenexa BrassRing on Cloud product. Lead designers and developers to translate prioritized market requirements into development plans and ensure revenue, customer satisfaction and the company's overall strategy goals are met.

All key aspects of previous Senior Product Manager position as well as:

* Create new product requirements documents, functional specifications documents, user stories and client-face solution design documents
* Worked with UX and Visual Graphic designers for development of a user experience
* Create Axure RP interactive prototypes that assisted greatly design discussions and coordination efforts with business analysts
* Utilize Design Thinking methodologies and practices

##### Kenexa (work from home for Wayne, PA based company) Apr 2007 – Apr 2013

### Senior Product Manager May 2010-Apr 2013

Managed multi-phase and large-scale projects improving the Kenexa BrassRing (SaaS) product. Gather and prioritize market and customer requirements, work closely with engineering for design and scoping, to deliver a comprehensive, easy to use tool.

All key aspects of previous Product Manager position as well as:

* Managed several large-scale projects simultaneously
* Utilized Axure RP, built new screen mock ups and interactive prototype designs and for use during design discussions and visuals in functional specification documents.
* Lead customer visits for relationship building and user research

### Product Manager Oct 2008-May 2010

Managed feature-sized projects through the development lifecycle to improve the Kenexa BrassRing (SaaS) product in becoming a comprehensive, easy to use tool. Work with sales, marketing, client services and clients to ensure revenue, customer satisfaction and the company's overall strategy goals are met.

* Create new product requirements, functional specifications and client-facing solution design documents
* Review, revise and approve software engineering implementation documents and quality assurance testing plans
* Support and adhere to 3 week code release cycle (combination of Agile and Waterfall)
* Develop the core positioning and messaging for product features
* Write configuration documentation (for clients, client services, sales, etc) for setup and utilization of new features
* Develop and deliver presentations of new product features to client services, sales and clients
* Manage several smaller projects simultaneously

### Technical Consultant Apr 2007 – Oct 2008

Manage day-to-day technical relationship between Kenexa and multiple clients (such as Time Warner, Abbott Labs, Target, Nielsen) for the Kenexa Recruiter BrassRing (SaaS) software application.

* Conduct weekly/biweekly client calls and manage action log of issues, projects and initiatives for each client
* Business process consulting - process improvement and new process development/consulting
* Subject Matter Expert - Receive, answer and research inquiries regarding all system functionality
* Project management for engineering projects such as integrations, custom engineering, custom reports
* Customer and issues management and escalation

##### BrassRing (work from home for Waltham, MA based company) Apr 2002 – May 2006

###### **Senior Implementation Consultant**

A critical project team member implementing BrassRing Enterprise system in Fortune 500 organizations such as Mariner Health Systems, Ernst & Young LLP (UK), Comcast Cable Communications as well as many others.

* Lead business process analysis & re-engineering based upon knowledge of HR organizations, recruiting ‘best practices’, and capabilities of software product being implemented
* Configured BrassRing Enterprise via Workbench (SaaS) application for project team to test and accept in Staging environment. Move / reconfigure settings in Production/Live environment.
* Consulted customer project teams on change management plans and tactics

**SkillSet Software Inc.** (work from home for Pleasanton, CA based company) **Jul 1997 – Apr 2001**

SkillSet was a developer of collaborative recruiting solutions to automate Human Resource recruiting workflow processes. Product line included: Employment Exchange for SQL®, Employment Exchange for Domino®, Desktop Recruiter®

### Product Manager, Enterprise Products Feb 2001 – Apr 2001

Prioritized and strategized on how new features would be incorporated into the product; Created detailed business and technical requirements; conducted product launches interactively to sales, customer service, engineering and customer HR organizations; subject matter expert.

### Systems Engineer/Implementation Consultant Jul 1997 – Feb 2001

Serve as critical project team member for the implementation of on premise Lotus Notes-based recruiting solution in Fortune 500 organizations such as Ernst & Young LLP, 3M, Nationwide Insurance, Revlon and others.

* Trained all client project teams on product and business processes supported by the product
* Performed business process analysis & re-engineering recruiting ‘best practices’, and software capabilities
* Created detailed business requirements for customizations and enhancements to base product functionality
* Trained end users on product and the client’s decided recruiting business processes

**For more experience: review profile on LinkedIN:** <http://www.linkedin.com/pub/janet-kubicki/a/b6b/223>

**EDUCATION**

**Northeastern University, Boston, MA Graduation: 1991**

**Bachelor of Science (BS) in Business Administration Marketing / MIS**

**CERTIFICATIONS**

**Pragmatic Marketing Certified 2012**

**CUA (Certified Usability Analyst) – Human Factors International 2012**

**TECHNICAL SKILLS**

Axure RP Pro, Microsoft Office (Outlook, Word, Excel, PowerPoint, Project, Visio, SharePoint), IBM products (Lotus Notes, Connections) Adobe Acrobat Professional: Experienced