

# BRIAN A. ALBIN

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**Information Technology Professional** with diverse achievements introducing operational efficiency and significant cost savings. This includes information management roles built on a foundation of practical experience in applications programming, data center operations management and enterprise application infrastructure implementations.

- Information Lifecycle Management ([ILM](#))
- Enterprise Content Management ([ECM](#))
- Data Center Operations
- Metadata Taxonomy and Classification Services
- Electronic Discovery Reference Model ([EDRM](#))
- Disaster Recovery Documentation and Testing
- Generally Accepted Recordkeeping Principles ([GARP](#))
- Records Management ([RM](#))
- Enterprise Application Infrastructure
- Application Architecture and Design
- Information Security
- Policies and Procedures
- Business Continuity Planning
- Metrics

## SELECTED ACCOMPLISHMENTS

- Implemented and populated an archive repository of 54 million documents which contributed to the elimination a monthly maintenance/support expense of 4 million dollars.
- Reduced litigation risks and annual backup expenses from \$8 to \$2 million dollars by re-establishing the use of backup tapes for disaster recovery and business continuity purposes.
- Introduced an annual savings of \$3 million dollars by implementing an electronic replacement for 15,000 daily reports using 60 million feet paper.
- Introduced an annual savings of \$1 million dollars by outsourcing the distribution 3.2 million customer facing documents with improved quality check controls.
- Management and execution of application system testing for Y2K and European Monetary Unit (EMU) conversion events.
- Chief Information Officer (CIO) Individual and Team Award Winner

## PROFESSIONAL EXPERIENCE

[NEUBERGER BERMAN](#), New York, NY

2009 – present

### Document and Record Management Technology

- Implemented and populated document repository helping re-establish a private company and eliminating a monthly maintenance/support expense of 4 million dollars.
- Setup of document repository infrastructure for business as usual operations, client access and compliance archiving.
- Migration of 54 million documents containing client facing and regulatory data.
- Review and recommendation for classification and retention according to industry and technology best practices.

[MORGAN STANLEY](#), New York, NY

1986 – 2008

### Executive Director ILM Strategic Technology Solutions (2006-2008)

Collaborated on policies, procedures and framework for all phases of information management.

- Created an information management architecture framework used to identify functional gaps and identify strategic technology solutions.
- Architect of ILM Test Lab for use and test cases identified from business requirements and RFI questions.

- Designed classification program for content using golden source reference data identified in master retention schedule and meta-data taxonomy.

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**VP / Executive Director Output Management and Archive Systems (2000-2006)**

Identified and implemented output management technology solutions improving operational efficiency, meeting regulatory compliance requirements and reducing business continuity risks while introducing cost savings exceeding \$4 million dollars annually.

- Eliminated the production of microfiche through the implementation of optical disk storage.
- Eliminated redundant report management system by integrating content and usage into enterprise solution.
- Designed and led development of a tactical solution to archive content with regulatory retention requirements including 5 million electronic messages per day.
- Established and maintained service levels for report ingestion and access meeting requirements of global business users.
- Documented FAQ's and transitioned level-1 and 2 support to groups servicing all enterprise applications.

**Vice President Data Center Operations Manager (1995-2000)**

Day to day management of a 24x7x365 mainframe computing environment processing trade, settlement and related book keeping transactions.

- Responsible for hiring, training and performance evaluation of 25 member staff including shift supervisors and operators.
- Extensive metric measurements used to consistently meet rigorous ready for business service levels four hours in advance of regional market openings.
- Documentation, maintenance and execution of disaster recovery plan with service level requirement within 4 hours of the event.

**Senior Associate Application Programmer (1986-1995)**

**BOND BUYER**, New York, NY

**1981 – 1986**

Computer operator and programmer analyst while studying at Fordham University

**EDUCATION**

Certificate - UNIX System Administration – [Columbia University](#) - 1995

B.S., Information Decision Sciences and Management Accounting - [Fordham University](#) - 1984

**AFFILIATIONS**

Association for Information and Image Management ([AIIM](#))  
 Association of Records Managers and Administrators ([ARMA](#))

**OTHER**

Certified Records Manager (CRM) candidate administered by [Institute of Certified Records Managers](#) (ICRM)  
 Committee member of ARMA task force developing maturity model and metrics for the Generally Accepted Recordkeeping Principles ([GARP](#))

**PRODUCT KNOWLEDGE / TECHNICAL SKILLS**

IBM Content Manager OnDemand, FileNet P8, PSS-Systems Atlas Suite, Mobius, EMC Documentum, Autonomy, Zantaz, Meridio, Microsoft Office, Microsoft SharePoint, IBM Tivoli Storage Manager (TSM), Unix, Linux, HTML, XML, Google Search and Documents, Metavante CSF, Adobe, Xenos, Mainframe OS/390 JCL, DB2, SYBASE, ADABAS, PERL, Natural, COBOL