



Mary W. Haider, CRM Principal

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<p>OVERVIEW</p>	<p>Mary is a Certified Records Manager with over 25 years of records and information management (RIM) experience. As a practitioner and a consultant she has worked in both government and corporate environments where she has designed and implemented new Records and Information Management Programs.</p> <p>Ms Haider is focused on RIM Program Development including implementation of Business Plans, Strategic Planning, Implementation Roadmaps, Governance (Policy, Procedures, Guidelines, and Standards), Staffing, Resources, Technology Solutions. Typical deliverables include Records Retention Schedules, Surveys/Assessments, Gap Analysis, RIM Training, RIM Cleanout Implementations, Metadata Models, RIM Requirements for Electronic Systems, RIM Audits. All planning and deliverables are developed through an intentional collaboration with all business functions and communities that create, retain and/or dispose of organizational information.</p>
<p>CONSULTING PROJECTS</p>	<p>City of Chattanooga – 2015-2016 Chattanooga, the 4th largest city in the state, is located in Southeast Tennessee near the border of Georgia at the junction of four interstate highways. The city has received national recognition for the renaissance of its beautiful downtown and redevelopment of its riverfront.</p> <p>IMERGE Consulting was selected to develop a plan for a Records Re-Organization and Management Services Project that would enable the City to standardize processes and implement appropriate and documented records storage and disposal practices. The purposes of the engagement was to “build out a records management program based on the City’s retention schedule” by developing written plans, processes, recommendations, best practices and materials/manuals to be used by City employees for the implementation, audit and compliance of records management using existing City personnel and resources.</p> <p>IMERGE Consultants conducted an assessment of the current operations and practices and submitted detailed and actionable deliverables including: Physical Records Inventory; Procedures for the Ongoing Disposition of Records; Recommendations and Best Practices for Automating the Retention Schedule and implementing Electronic Records Management; Records Retention Training Procedures and Materials; and, Onsite training for Departmental Records Liaisons.</p> <p>USAID/Creative Associates - 2014 Creative Associates International provides outstanding, on-the-ground development services and forges partnerships to deliver sustainable solutions to global challenges. Its experts focus on building inclusive educational systems, transitioning communities from conflict to peace, developing sustainable economic growth, engaging youth, promoting transparent elections and more.</p>

	<p>IMERGE Consulting was engaged to assess records management practices at Creative Associates as they relate to “Project Files” with the intent to reduce the volume and cost associated with storage of Project Files and to improve the integrity of the stored information and improve retrieval of Project Files. IMerge developed a Roadmap of action items to be performed independently or in the order listed: Information Governance; Project file Identification and Retention; Single Oversight of all Project File documentation; Technology Alignment; Digital Signatures; Digitizing Physical Paper Records; and standardized Training for all employees.</p>
EXPERIENCE	<p>IMERGE Consulting – 2014-Present</p> <p><i>Prior relevant work experience:</i> Huron Consulting Group 2007 – 2013 W.W. Grainger, Inc. 1996 – 2007 Argonne National Laboratory – 1991 – 1996</p>
EDUCATION	<p>Bachelor of Science, Illinois State University Masters of Business Administration, Lake Forest Graduate School of Management</p> <ul style="list-style-type: none"> ○ Hotchkiss Scholar
CERTIFICATIONS	<p>Certified Records Management, ICRM</p>
SPEAKING	<p>Mary has presented at ARMA International Conferences, ARMA Chapter Meetings and Seminars, DOE (Department of Energy) RIM Conferences and published in the ARMA Information Management Journal on topics including:</p> <ul style="list-style-type: none"> • Understanding Research and Development Records: A Scientist’s Perspective • Product Liability: Retention and Risk Management Solutions • Field Based Training in the RIM Environment • Sarbanes Oxley Act Matrix • Using Standards in the Real World • Strategic Planning for Records Managers • Communities of Information Management. <p>In addition, Mary has conducted review and mentoring sessions for CRM candidates and is a grader for the CRM Part 6 Exam.</p>
PROFESSIONAL	<p>ARMA International (member over 25 years) ARMA Int’l Program Committee (three years); Chairperson 2009 conference ARMA Int’l Industry Specific Groups – Content Manager and Associate Chair (5 years) ARMA Chicago Chapter Board (six years) and Past President ARMA Chattanooga Chapter Board (two years) and VP of Membership Institute of Certified Records Managers Certified Records Manager since 1/2005</p>