

## Giorgio J. Thomas, PMI, PMP

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### SUMMARY

- Certified project management professional with 10 years of demonstrated success in highly dynamic work environments. Skilled in cross-functional collaboration, leadership, and management. Articulate and tactful communicator who thrives in team and individual environments; understands the value of professional and personal development, timely delivery within budget, and high-quality results. Proficient in independent thinking and decision making and delivering value according to organizational strategy. Passionate about continual growth and learning, emerging best practices, and technologies in the business, IT, and finance fields.

### CORE COMPETENCIES

- Cross Functional Collaboration
- Microsoft Office Suite
- Requirements Gathering
- Conflict Resolution
- Personnel Development
- Agile Methodologies
- Tactful/Meaningful Communication
- Process Improvement Techniques
- Compliance Management

### EDUCATION AND CREDENTIALS

- Bachelor of Science in Business Administration, Information Systems, University of Florida
- Project Management Professional (PMP) – Project Management Institute 2020

### PROFESSIONAL EXPERIENCE

#### JP Morgan Chase

09/2021 – Present

#### Senior Business Analyst/ Project Manager

- Lead multiple projects, updating project documentation; managing project scope; leading daily meetings
- Create and maintain project schedules by developing project plans, make decisions and take timely independent action in pursuit of priorities, and provide timely reporting of issues impacting project
- Provide and support the implementation of business solutions by building relationships and partnerships with key stakeholders; identifying business needs; determining and carrying out necessary processes and practices
- Provide project level analysis – producing required project analysis documentation (business requirements, scope matrix, use cases, sequence diagrams, future state proposals, UAT plan)
- Participating in strategy development, and communicating with executives and the board to keep the project aligned with their goals and to promote knowledge of the team's work to gain support

#### Fidelity National Information Services

01/2020 – 09/2021

#### Business Analyst/ Jr. Project Manager

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- Train personnel, and collaborate between functional teams to facilitate system conversions project
- Saved hundreds of labor hours by collaborating with other departments and sharing expertise and resources to accomplish mutually beneficial and common goals
- Facilitated the establishment of best practices guidelines for a systematic approach to appropriate conversion of software based on organizational needs
- Led process optimization project, for an information system resulting in multiple teams of internal customers getting access to appropriate resources resulting in savings of over \$10,500 annually
- Conduct research and consult with functional managers to ensure all initiatives are ethical, compliant with relevant codes and organizational liability is reduced

### United States Army

05/2016 – 09/2019

#### Project Manager

- Direct and lead intelligence, and operations projects with a team of 9 Soldiers, Marines, and civilians
- Conduct and facilitate briefs to senior executives and department heads weekly
- Review and manage all intelligence and operational correspondence throughout the organization
- Utilize cultural communication techniques with key stakeholders across departments preventing and resolving conflicts, promoting trust and collaboration throughout the organization
- Directed a project to clarify responsibility of, administrative, and operational services between five different departments

### The Village Store, Boca Raton, FL

01/2015 – 04/2016

#### General Manager

- Research and implement best practices and company compliance
- Increased store revenue and decreased expenses by conducting customer and supplier research
- Constructed forecasts, presentations, and spreadsheets to communicate and elucidate analysis of trends, providing insight and recommending solutions to executive management
- Identified, and prioritized functional and technical requirements to define business requirements and report to stakeholders