

Jones Hamilton

PROJECT MANAGER | IT & BUSINESS STRATEGY

info@resumekraft.com 

+1-202-555-0114 

Chicago, Illinois, US 

www.linkedin.com/in/jones 



Summary

A professional account leader and project manager with over 12 years of solid experience in BPM, ECM and PMO processes, supported by a PMP certification and a SCRUM daily-basis performance. Specialized in corporate reorganizations, business processes, business modeling & re-engineering, workflow implementation expertise, M&A and IT projects' management, both in banking and utilities industries.



Experience

Nov 2019 -
Present

Advisor Project Management NOVO Technology - NewYork

- Leads customer engagement to ensure that it meets all scope, time, budget and quality expectations, through planning, controlling and managing complex and multiple region projects.
- Manages corporate, customer and third-party vendor efforts to plan, sell and implement solutions to customer problems.
- Responsible for business as well as team management.
- Managed implementation of new technological improvements resulting in increased efficiency.

Feb 2017 - Oct
2019

Senior Project Manager Talent Consulting, A.A. - NewYork

- Management of multiple on-going digital transformation programmes in Financial Services and Utilities sectors, leading onsite and distributed cross-border IT teams;
- Implementation of digital solutions on Client's premises, delivery of BPO services software and advisory with solid expertise in process optimization and advisory;
- Efficient management of project teams, schedule, scope, quality, budget and risk;
- Projects financial, operational and HR planning and control;
- Responsible for internal and external customer satisfaction;
- Preparation and presentation of project progress reports and steerings



Skills

- Project management
- Agile/Scrum specialist
- Team leadership
- Customer focused
- Stakeholders negotiation
- High capabilities managing workload and meeting deadlines
- Cross-cultural communication abilities
- Problem-solving abilities
- Plan, time and budget management
- Capacity for working in a multicultural team environment
- Lean IT expertise
- Detail-oriented and organized
- Dynamic and proactive



Languages

English	■ ■ ■ ■ ■ ■
Spanish	■ ■ ■ ■ ■ ■
German	■ ■ ■ ■ ■ ■
French	■ ■ ■ ■ ■ ■



Hobbies

Cycling
Travelling
Football
Digital Content Reading



Education

BSc in Business Administration *Sep 2001 - Jan 2006*
The University of Illinois at Chicago

Feb 2015 - Feb 2017 **Project Manager – M&A Development Specialist**
Pace Solutions, California

- Manage the implementation of strategic business plans, with special focus on assets divestment processes;
- Provide operational, financial and strategic wisdom to the Board in accordance with the company's strategy;
- Network with all relevant stakeholders and supportive contact and consultancy for senior management in the implementation of strategic transformation projects;
- Manage strategic and re-engineering projects within the company so to optimize structures, resources and procedures.

Nov 2013 - Feb 2015 **Project Manager – International Operations & IT**
Pace Solutions, California

- Co-responsible for the implementation of strategic international projects at Group Novo Banco, ensuring the development and sustained growth of its subsidiary in Macau, with special focus in:
 - Management, conception and implementation of new business lines (such as, POS, Cards, HomeBanking and Investment Banking), processes, IT software and organizational restructuring;
 - Conduct the Macau's financial activity, ensuring the provision of the services and financial resources necessary to achieve current and future business objectives;
 - Provided leadership and support for IT department.
 - Managed the implementation of new technological improvements resulting in increased efficiency.

Apr 2008 - Nov 2013 **Operations & IT Business Specialist**
Pace Solutions, California

- Development, and management of operational processes and core IT application's in order to increase and achieve back-office's efficiency
- Financial and operational planning and control, ensuring quantitative data's preparation and reporting, concerning the performance and control of the processes and activity developed
- Implementation and coordination of continuous improvement and BPM processes:
 - **Account Opening Workflow**, a document digitization and management software solution to relieve the validation of customers documents in account

Expertise in Business strategy,
Finance and Marketing

Economics and Business Administration Aug 2004 - Dec 2004
University of Pennsylvania

 **Certification**

Project Management Professional
Project Management Institute
License - 1940497

 **Courses**

Agile Project Management and Coaching Oct 2016 - Oct 2016
LinkedIn Learning

PMP® Complete Certification Prep. Course Apr 2016 - May 2016
PMP Tech Mind

Microsoft Project 2007 + Project Management Sep 2012 - Sep 2012
Business Tech Institution

opening processes

- **Corporate Credit Workflow**, a fully online platform to support the creation, approval and formalization process of bank's corporate credit proposals
- **Corporate Actions module**, a cost-effective solution for the automation of all operative functions related with stock splits, dividends, m&a and rights issue's events

Sep 2006 - Mar
2008

Tax Advisor

Deloitte & Associations, Seattle

- Development of tax advisory tasks, such as due diligences, corporate tax returns statement's revision, redefinition of corporate internal/external business's operation in the best tax scope scenario and compliance regulations, on Tax – Technology, Media and Communications team. Main focus:
 - Corporate & property tax and International double-taxation
 - Group optimization structures and M&A due diligence processes