



MARIE GIANELLI L. NICOLAS

Senior Assistant Manager

Professional Summary

Results-driven IT Governance and Project Management professional with 10+ years of experience delivering end-to-end projects across banking, telecom, retail, and technology sectors. Proven expertise in PMO operations, IT governance, risk and change management, audit compliance, and stakeholder coordination. Recognized for turning complex requirements into structured, compliant, and on-time project outcomes. Highly adaptable, analytical, and trusted by senior stakeholders.

Core Competencies

- Project & Program Management (E2E)
- IT Governance & Quality Management
- PMO Operations & Reporting
- Risk, Change & Incident Management
- Audit Compliance & Issue Resolution
- Stakeholder & Vendor Management
- KPI Development & Performance Tracking
- Contract & Documentation Management

Work Experience

APR
2024
-
OCT
2025


CTBC Bank (Philippines), Inc.

Senior Assistant Manager - IT GQM Officer

- Support the implementation of IT governance, PMO standards, and portfolio management frameworks across the ITS Division
- Coordinate project and portfolio reviews to ensure alignment with business priorities, timelines, and regulatory requirements
- Monitor progress, risks, issues, and resource utilization across IT initiatives
- Conduct quality assurance reviews to assess project health (scope, schedule, budget)
- Prepare executive dashboards and management reports with insights to support decision-making
- Coordinate action items and remediation plans arising from audits and governance reviews

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 Luntal, Tuy, Batangas

Education

Bachelor of Science in Electronics Engineering (ECE)

Bulacan State University

2006 - 2013

Trainings & Certification

- **Face-Off with Fraud Cyber Resilience: Protecting the Borderless Realm** by Association of Bank Compliance Officers, Inc. (ABCOMP) Issued September 2024
- Elevate Your IT Governance Skills with COBIT 2019 Awareness Program - April 2024
- **Lean Six Sigma Yellow Belt** by International Lean Six Sigma Institute (ILSSI) Issued November 2023 Credential ID CLSSYB 2023-53
- **Applied IT Project Management** by Project Management Institute (PMI) Issued September 2023 Credential ID SAS/ITPM/1970312
- **Critical Thinking Enhancement** - December 2022
- **Ethical Business Training** - June 2022

Tools & Systems

O365 | SharePoint | MS Project | Power BI | AdaptiveWorks (formerly Clarizen) | ManageEngine | SapphireIMS | Zoho | IBM Maximo | SpatialNet | ISDP | WBS | Slack | Confluence | Jira | SAP ERP | SAP Ariba

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Work Experience

DEC
2022

-

MAR
2024

SM Retail, Inc.

Supervisor III - IT PMO Specialist

- Contributed to the development and rollout of PMO standards, tools, and documentation
- Provided advisory support to IT stakeholders on project governance and reporting requirements
- Monitored progress of IT projects and service portfolios to identify delivery risks
- Consolidated multiple data sources into clear dashboards and performance reports
- Supported portfolio visibility and management decision-making through accurate reporting

OCT
2021

-

SEP
2022

Nokia Shanghai Bell Philippines, Inc.

ODN Project Planner (*contract via Asia Peopleworks, Inc.*)

- Coordinated end-to-end planning and monitoring for FTTH projects
- Tracked milestones, managed change requests, and ensured documentation completeness
- Coordinated with vendors and internal teams to resolve schedule and delivery issues
- Produced regular status reports for management and stakeholders

AUG
2020

-

OCT
2021

Huawei Technologies Philippines, Inc.

Project Control Manager (*contract via ManpowerGroup*)

- Led end-to-end project planning, monitoring, and reporting for large-scale programs
- Maintained the project master database and ensured data accuracy across teams
- Collected updates from engineering, permitting, rollout, logistics, and finance teams
- Developed and maintained high-level and detailed project schedules using PPM tools
- Supported risk identification and issue resolution to keep projects on track

FEB
2015

-

APR
2020

Globe Telecom, Inc.

PMO Analyst (*contract via Asticom Technology, Inc.*)

- Supported PMO Manager in integrated program assessments
- Transformed project data into actionable dashboards and reports
- Assisted in risk mitigation and issue resolution related to budget, inventory, and procurement
- Prepared performance reports for project delivery teams

Project Coordinator - *Feb 2025 to Mar 2018*

- Provided coordination, monitoring, and reporting support across multiple projects
- Managed resource tracking, documentation, and stakeholder coordination