



MELANIE

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

PMO RISK SPECIALIST

CloudPay Philippines | 2023 – 2025 (2 Years)

- Supported audit readiness, project governance, and end-to-end project lifecycle management by standardizing PMO templates, workflows, and documentation while ensuring compliance with organizational strategy and delivery frameworks.

SME & SENIOR REPORTING SPECIALIST

ADP Philippines Inc. | 2017 – 2023 (6 Years)

- Provided analytical and reporting leadership by mentoring junior analysts, supporting new product and program implementations, conducting project reviews and audits, and maintaining accurate, timely project reporting aligned with PMO standards.

SKILLS/AREAS OF EXPERTISE

- Project Management (7+ Years)
- PMO Governance & Reporting
- Business Analysis
- Scrum & Agile Support
- Process Utilization & Optimization
- Quality Assurance (QA)
- Migration Readiness
- Structured Project Planning
- Technical & Functional Documentation
- Cross-Functional Coordination
- Risk Analysis & Risk Management
- Roadmap Maintenance
- Test Management / Test Director
- Stakeholder Communication
- Audit Readiness & Compliance

TECHNOLOGY

- Salesforce
- Jira
- Monday.com
- ClickUp
- Asana
- Trello
- Zoho Project Suite
- Microsoft Project
- Microsoft TFS
- Azure DevOps
- GanttPro
- Zendesk
- Power BI
- Tableau
- SoapUI
- Postman
- Microsoft Office 365

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