

# MATTHEW SCIPIO, MLS

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## EDUCATION

Arizona State University, Tempe, AZ  
Master of Legal Studies (MLS) in Business and Law

Graduated: July 2019

West Virginia University, Morgantown, WV  
Bachelor of Arts in Business and Communication

Graduated: May 2018

## EMPLOYMENT

**Innovation Analyst | Vertex, Inc. | King of Prussia, PA | (Remote) Mar 2022 – Feb 2023**

- Conducted competitive and reliable market research, and SWOT analysis to interpret emerging trends and regulations; Collect and analyze business intelligence on competitors and patterns in complex data sets.
- Worked in highly effective and well-respected teams, executing at superior levels of performance.
- Tracked and report progress on project goals, deliverables and milestones. Prepare daily, weekly and monthly reports, as needed.
- Utilized and performed online market research to drive the maturation of ideas for development and execution of the business strategy.
- Sourced and screen data; Evaluate and synthesize quality of sources for existing data.
- Compiled and analyze statistics to interpret data, formulate reports and create dashboards.
- Maintained full knowledge of market trends, secondary party research, and assists with implementing best practices.
- Participated in strategic data modeling (market and financial) for financial forecasting, reporting, and financial metrics tracking / summaries.
- Conducted data mining and valuation of raw data using Tableau and MS Office tools.
- Created enhanced investment analysis and documents to include investment memos and PowerPoint presentations to the Investment Committee, senior leadership and key stakeholders.
- Built relationships with communities, vendors and industry partners to enable innovative initiatives and support development of solutions.

**Quality Assurance Consultant III | Bank of America | Charlotte, NC (Remote) Jan 2020 – Aug 2021**

- Provided analytical, administrative and logistical support within Bank of America's internal control environment.
- Engaged and consulted with software engineers, product Managers, and the scrum master to communicate risks and issues.
- Communicated complexities of the risk management process to stakeholders across the firm and driving the creation of deliverables to achieve understanding at all levels
- Reviewed documentation and critically assessed existing standards and documentation for continuous improvement.
- Coordinated and participated in internal audit activities and key quality initiatives.
- Ensured adherence to enterprise testing standards, frameworks (NIST, COBIT 5, COBIT 2019, EPCF, RISK) and controls. Retrieves Process Risk & Control (PRC from ORCIT and funnel data through UAT and EDIE PROD
- Implemented accepted measures and transfer knowledge to the team; Observe risks and any quality issues that might occur as a result of changes or related fixes to the system.
- Supported various lines of business to include the Operational Risk Program. Ensures compliance with quality standards and Bank of America's industry best practices.
- Responsible for validating related activities as designed including: functional, regression, integrated and performance testing, test data management, test environment management, and test batch support and operations.
- Utilized Jira to track and maintain project backlog and agile boards (Scrum).
- Served as data manager, as needed and prepares administrative files (Laws, Rules, Regulations) to EDIE for implementation.
- Created, implemented, and supported testing processes.
- Used tableau to create interactive, real-time dashboards via the EDIE Report Page to easily access and analyze data. Prepared weekly, monthly and quarterly deliverables using tableau.

**Program Coordinator / Business Operations | Networking Unlimited | Washington, DC Jun 2018 – Jun 2019**

- Developed and executed training plans; gathered data regarding contract competitors.
- Assisted development of processes to meet business objectives and ensured compliance.
- Managed meeting schedules, calendars, responded to emails, filing, resolved customer concerns timely.
- Conducted thorough/proofing documents and performed ad hoc qualitative analysis; Researched and pursued cost reduction opportunities.
- Searched Federal Business Opportunities (FBO) for Request for Proposals (RFPs); supported the bid/win process.
- Performed all administrative/programmatic duties, red-lined or proof proposal responses to the government.
- Established and maintained exceptional rapport with internal and external stakeholders.
- Researched pricing requests for data entry and updated system with required pricing changes.
- Reviewed and approved expenses, prepared invoices; monitored company's website for google analytics.
- Supported timekeeping management efforts for payroll.

**Customer Service Analyst / Real Estate Investment | Fulcrum, Inc. | Las Vegas, NV Jul 2012 - Aug 2018**

- Exercised excellent judgement and decision-making skills toward all business tasks and responsibilities.
- Performed all administrative and programmatic duties including maintaining business clientele.
- Managed bids, business financials, billed invoices and tracked orders.
- Assisted with modernizing several investment properties.
- Arranged meetings with money lenders, potential investors and first-time home buyers.
- Researched properties and market conditions to determine which were favorable for re-sale or rent.
- Fostered, managed professional development and relationship between clients and Fulcrum.
- Provided administrative and day-to-day support to the owner ensuring products and services were properly procured.

**SKILLS**

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|----------------------------------------------|----------------------------|--------------------------|
| • Excellent Written and Verbal Communication | • Financial Statement Prep | • Microsoft Office Tools |
| • Investment Forecasting                     | • Solution Seeker          | • SEC                    |
| • Marketing (B2B/ C2C)                       | • SOX                      | • Tableau                |
| • JIRA/ AGILE                                | • Contract Negotiation     | • Social Media           |
| • Scrum                                      | • UI/ UX                   | • FINRA                  |