

MATTHEW SCIPIO, MLS

Miami, FL | Cell: 240-350-7491 | mscipio6@gmail.com

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; Collected and analyzed 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 reported progress on project goals, deliverables and milestones. Prepared daily, weekly and monthly reports, as needed.
- Worked with Project Management to ensure larger program timeframes are managed to the approved forecasts and any deviations therefrom are communicated and approved as soon as discovered.
- Evaluated the impact of short and long-term planning and implementation of new strategies, including TAM, revenue and profit opportunities for new products.
- Utilized and performed online market research to drive the maturation of ideas for development and execution of the business strategy.
- Functioned as a liaison with senior compliance functional leads to facilitate collaboration across the enterprise.
- Sourced and screened data; Evaluated and synthesized quality of sources for existing data.
- Compiled and analyzed 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.
- Managed Bank of America's market risk exposures arising from its trading operations. Observed and analyzed changes, while anticipating new trends.
- Ensured adherence to enterprise testing standards, frameworks (NIST, COBIT 5, COBIT 2019, EPCF, RISK) and controls. Retrieved Process Risk & Control (PRC) from ORCIT and funnel data through UAT and EDIE PROD
- Implemented accepted measures and transfer knowledge to the team; Observed 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. Ensured 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.
- Ensured implementation and sustainability of quality control across Front Line Units.
- Used tableau to create interactive, real-time dashboards via the EDIE Report Page to easily access and analyze data. Prepared weekly, monthly, and quarterly reporting of risk performance to senior executives and stakeholders using tableau.

- Monitored and tracked internal audits and gaps as they relate to third-party risks to ensure timely resolution. Tracked and analyzed risk metrics.

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

- | | | |
|----------------------------------------------|----------------------------|--------------------------|
| • 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 |