**STANTON MELVIN**  
1127 Pennington Ln, Westfield, IN 46074  
(214) 518-0822 | [stantonlmelvin@gmail.com](mailto:stantonlmelvin@gmail.com)

**BUSINESS ANALYST | PROJECT MANAGER | TECHNOLOGY SPECIALIST**

**PROFESSIONAL PROFILE**

* Versatile Business Analyst and Project Manager with a track record of supporting and implementing technology solutions through process analysis and improvement.
* Adept at managing projects with diverse scopes, ensuring adherence to timelines, budgets, and quality standards.
* Expertise in telecommunications analysis, process re-engineering, and R&D within dynamic team environments.

**AREAS OF EXPERTISE**

* Project Management & Agile Methodologies
* Business Systems & Process Analysis
* Operational Strategy & Development
* Data Analytics & Reporting
* Cost Control & Efficiency Optimization
* Rapid Systems Acclimatization & User Training

**PROFESSIONAL EXPERIENCE**

**TPx — Remote**  
*Senior PLM Project Manager, Product Operations | Senior Project Manager, Service Delivery*  
May 2021 – Present

* Lead the Product Lifecycle Management process, aligning budget, planning, and KPI monitoring with strategic business objectives.
* Translate business needs into system requirements, ensuring operational alignment and efficiency.
* Develop and manage program goals and milestones, supervising the deployment and maintenance of PLM solutions.

**Mitel — Plano, TX**  
*Business Analyst, Partner Experience | Cloud Project Manager, Customer Onboarding*  
July 2017 – August 2020

* Collaborated across departments to create analysis and documentation, fostering effective communication and system enhancements.
* Orchestrated cloud-based telephony solutions, from design to deployment, ensuring streamlined customer onboarding and support.

**Employbridge — Dallas, TX**  
*IT Project Manager, Telecommunications | Project Coordinator, Facilities*  
September 2014 – June 2017

* Managed telecommunications projects, including system transitions and the implementation of new technology solutions.
* Coordinated with cross-functional teams to optimize real estate and facilities processes and technology deployment.

**Employment Plus — Bloomington, IN**  
*Launch/Asset Coordinator, Corporate*  
September 2012 – June 2014

* Conducted in-depth technical and financial analyses, supporting significant cost reductions (over 500k per month) and process improvements.

**KEY SKILLS**

* Strategic Thinking
* Time Management
* Project Management
* Business Analysis
* Artificial Intelligence (AI)
* Customer Management Tools (Salesforce, Tableau, CRM systems)
* Stakeholder Communication & Management
* Leadership & Team Development

**EDUCATION**

* **Indiana University (Indianapolis - Online)**
  + BA in Artificial Intelligence
  + Currently Attending
* **Indiana Wesleyan University**
  + Business Management
  + Attended from 2013 to 2015
* **Indiana University (Bloomington)**
  + Theater
  + Attended from 2009 to 2011
* **University of Evansville**
  + Studio Art
  + Attended from 2008 to 2009

**COURSEWORK & PROFESSIONAL DEVELOPMENT**

* **LinkedIn Learning Courses:**
  + **New Manager Foundations**: Acquired fundamental skills necessary for effective management and leadership roles.
  + **Hiring Your Team**: Learned best practices in talent recruitment and team composition, critical for building high-performing teams.
  + **Onboarding New Hires**: Gained insights into successful strategies for integrating new employees into the organization.
  + **Leading Productive Meetings**: Mastered techniques for conducting efficient and outcome-oriented meetings.
  + **Mindfulness**: Developed skills to enhance focus and reduce stress in a fast-paced work environment.
  + **Product Management Fundamentals**: Explored core concepts and strategies in product lifecycle management, feature prioritization, and market analysis.
  + **Technical Product Management**: Strengthened understanding of the intersection between product management and technology, focusing on user needs and system requirements.
  + **Speaking Confidently and Effectively**: Enhanced public speaking and presentation abilities, essential for leadership and stakeholder engagement.
  + **Managing Stress for Positive Change**: Learned to manage stress constructively, leading to improved decision-making and team morale.