

# Elliot Szutz

## PROFESSIONAL EXPERIENCE

### Compass Group North America

August 2019 - Present

#### Product Manager

- Principal of internal workflow application, leading development initiatives and investment, stakeholder management, requirement gathering, and business liaison
- Working across organization to develop relationships and identify development opportunities
- Leading stakeholder management initiatives in greenfield environment including change management processes, training and awareness, and stakeholder ownership delegation
- Collecting business requirements and translating into development needs, or redirection of requirements into training or CM initiative
- Prioritizing development resources for sprints and development cycles
- Producing documentation and stories for development teams
- Leading UI overhaul, giving development directive, and collecting stakeholder feedback

### Experis (NYSE: MAN)

April 2017 - August 2019

#### Microsoft Office 365 FastTrack Program Manager (Lead)

- Creating dashboards and customized reports, understanding the data and relaying the “story” to stakeholders
- Led team on data-oriented projects, defining parameters for projects and tasks with limited direction
- Balancing multiple priorities in an unstructured or ambiguous work environment
- Owning generation of process documents for FastTrack using multiple inputs and outputs, ensuring accurate delivery of content with multiple stakeholders
- Stakeholder management for Microsoft clients, focusing on change management adoption support
- Working with internal users and customer across FastTrack CxP organization
- Standardizing and enforcing taxonomy usage throughout organization through due diligence, trend analysis, and supporting automated machine learning efforts
- Gathering consumption intent from various parties throughout the organization

### Extended Stay America (NYSE: STAY)

March 2016 - February 2017

#### Project Accountant

- Monitored CAPEX investment in projects and document progress and deviations from plan
- Aggregating information into documentation to support capital investment committee meetings
- Perform monthly closing activities, including processing of journal entries and accruals
- Capitalization of assets during renovation cycle
- Process improvements of asset processing, useful life recognition, and reporting
- Perform ad-hoc reporting and analysis of capital expenditures as required

### Campus Crest Communities

October 2014 - February 2016

#### Operational Accounting Specialist

- Accounting generalist supporting all aspects of account receivable lifecycle
- Special projects as assigned by the controller
- Special projects e.g. ERP implementation, process improvements,
- Reconciliation of accounts

## SKILLS

Above all other skills, I thrive by continuously learning and remaining flexible

- MS Office, Power BI, SQL queries, Power Query
- Jira, Microsoft Project, Git, VS Code
- HTML, Markdown, XML
- Research and analysis, Requirement gathering and distillation, Stakeholder change management and adoption

## EDUCATION

### Black Hills State University, Spearfish, SD

Graduated December 2013

Bachelor of Science in Business Administration

Specializing in Economics and Finance