**Ivan A. Calvo**

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Description automatically generated**Career Summary:**

Multilingual IT professional experienced in project management, analysis, and improving business processes. Excellent interpersonal skills including a strong polished written and verbal communication style. Has the ability to present complex ideas clearly in multicultural environments.

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Description automatically generated**Work Experience:**

**CGI - Business Analyst Oct/15 – Oct/21 (Washington D.C.)**

**Client: Department of Defense Mar/20 – Oct/21**

Led the Software Development and Implementation Team for the U.S. Navy EPS procurement and financial software (Momentum Financials) implementation project at the U.S. Naval Research Laboratory.

* Established knowledge sharing sessions and skill development for Implementation Team members.
* Led client meetings throughout multiple global time zones for requirements gathering and current state business processes evaluation.
* Addressed and resolved complex business requirements by providing software demonstrations, presentations that included alternative solutions and improvement strategies while highlighting key milestones and accomplishments to the client.
* Engaged the client and subcontractors to develop and review implementation plans.
* Led and directed team members in executing responsibilities and migration tasks so that deliverables were completed on-time, within-scope, and to a high level of quality expected by the client and according to the project plan.
* Developed status reports to include any issues and risks related to development, technical and functional analysis to senior project managers and U.S. Navy leadership.
* Responsible for team members adhering to FISMA data security standards.
* Created training materials and led training sessions for implementation efforts.
* Managed testing for system functionality, supervised user stories creation and test cases for the client.

**Client: Department of Veterans Affairs June/18 – Feb/20**

* Conducted meetings with the client for requirements gathering to evaluate current state business processes and business needs.
* Addressed complex business requirements by providing software demonstrations, presentations that included alternative solutions and improvement strategies while highlighting key milestones and accomplishments to the client.
* Frequently engaging the client and subcontractors to develop and review implementation plans.
* Executed responsibilities and migration tasks so that deliverables were completed on-time, within-scope, and to the level of quality expected by the client and according to the project plan with the use of Jira project management tool.
* Responsible for communicating progress and any issues related to development, technical and functional analysis to project managers.
* Conducted testing for system functionality, created user stories, and test cases for the client.

**Client:AT&T Oct/15- May/18**

* Worked independently and collaborated effectively with clients and developers to outline/define business plans to update ERP.
* Aided in the production of cost/resource estimates for the implementation and support of solutions.
* Identified, diagnosed, & documented problems within the system.
* Frequently engaging with partners, enablers, and customers across AT&T to monitor and review data for changes, anomalies backlogged issues/defects by providing daily updates and validation requirements to meet tight deadlines for technology initiatives, including workflow management systems, public-facing digital products, and business analysis tools.
* Tasked with performing technical research & creating highly detailed reports.
* Prepared background material and meeting minutes for client meetings.
* Designed marketing materials, custom graphics, and presentations for AT&T Executives.

**IC Development Solutions - Business Consultant / Web Developer Apr/14-Oct/15**

* Provided full scale business optimization consulting ranging from web development, market analysis, marketing campaigns and business planning.
* Produced video and audio editing, and media output and encoding for different platforms.
* Designed marketing materials, custom graphics, and presentations.
* Managed all stages of the sales process. (Lead Generation - Close)

**Intercontinental Aero Leasing- Business Analyst Oct/12-June/13 (Chicago, IL)**

* Traveled to Paraguay to preform audits of equipment and operational procedures.
* Researched current state aviation industry and possible alternative revenue streams.
* Analyzed business service providers’ performance.
* Procured business services and sourced equipment in foreign countries.

**Villalobos and Associates, Chicago, Illinois - Office Manager / Paralegal July/07 -Feb/09 (Chicago, IL)**

* Case experience in criminal, real estate, divorce, and contracts.
* Researched Case Law and assist in preparation for trials, and negotiations.

**New Line Truck Sales Cicero, Illinois - Sales Manager June/04 -Aug/06 (Cicero, IL)**

* Sales Manager of a semi-truck dealership, responsible for the procurement & sale/negotiations of inventory.
* Implemented CRM & Created market analysis reports.
* Managed a sales team of 5 members.
* Developed communication knowledge sharing sessions that improved sales revenue by 15%.

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Description automatically generated**Education:**

* DePaul University -Chicago, Il - Masters Business Information Technology, 2014
* Université Catholique De Lille - Lille, France - French Language 2010
* University of Illinois - Chicago, Il - Bachelor Liberal Arts and Sciences, 2009

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Description automatically generatedSkills:**

Microsoft Office - Excel, Word, Power Point, Outlook

Diagraming(Visio) – Business Process Modeling, future/present state, activity, workflow, and use case

Adobe- Illustrator, Photoshop, Muse, InDesign

Web -Wire-framing (Axure), Wordpress, Divi, Google Analytics, Salesforce, Adobe Analytics, Jira

* **Languages**

| **Native Level**   * English * Spanish | **Near Native**   * French | **Advanced Level**   * Portuguese | **Basic Level**   * Farsi * Japanese |
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Description automatically generated**CERTIFICATIONS**/**ACHIEVEMENTS**

**U.S. Grappling,** Silver Medal, Frederick, MD March 2019