

GUY D'MELLO

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Experience

Junior Project Manager

August 2025 – Present

MPBSDP - Cybersecurity - Offensive Security and Risk Advisory

Toronto, Ontario

- **Coordinate track 200+ security testing and risk advisory engagements**, including penetration testing engagements delivered by technical specialists, ensuring timely delivery and adherence to **OPS project governance standards**.
- Facilitate collaboration between **cybersecurity analysts**, ethical hackers, and external vendors to support secure and compliant delivery of I&IT solutions for government services.
- Leverage **Azure DevOps Kanban boards** to track tasks and milestones, support coordination with cybersecurity analysts and vendors, and maintain visibility into engagement progress.
- Lead reporting and metrics initiatives to measure **program performance, risk posture, and remediation outcomes**, enhancing transparency and evidence-based decision-making.
- Maintain issue logs and provide regular updates on project **risks**, blockers, and mitigation strategies to senior leadership, ensuring full disclosure and proactive resolution.
- Oversee administrative functions including **budgeting, procurement coordination, and resource planning**, ensuring compliance with **ministry fiscal and governance directives**.
- Contribute to **quality assurance reviews** and governance documentation to strengthen operational planning and continuous improvement.
- Support evaluation of new **tools and systems** to enhance project delivery, documentation, and risk advisory practices across ministries.

Business Analyst

July 2025 – August 2025

Ministry of Education – Government of Ontario

Toronto, Ontario

- **Oversaw financial administration and policy compliance** for branch offices, ensuring alignment with OPS financial frameworks and identifying opportunities for efficiency and transparency.
- **Managed transfer payment processes** and reconciliations with external entities, supporting ministry objectives related to public accountability and responsible program delivery.
- Collaborated with branch managers to **analyze financial performance, operational planning, and risk exposure**, informing strategic recommendations for resource optimization.
- Created and maintained documentation and guidance materials on **financial governance and reporting protocols** to ensure consistency and audit readiness.
- Provided **data analysis and policy-informed insights** to senior management to support decision-making and program improvement.

Junior Project Manager

August 2024 – July 2025

Government of Ontario – Ministry of Public and Business Service Delivery and Procurement

Toronto, Ontario

- **Led the Planview Adoption Initiative** across the Community Services Cluster, improving project tracking, resource allocation, and reporting for IT portfolios ranging from **\$1M to \$20M**.
- Developed Power BI dashboards and standardized PM practices via a Playbook to enhance **project governance, performance monitoring, and accountability**.
- **Facilitated cross-ministry collaboration** through modernized PM Forums, promoting inter-ministry communication, shared tools, and best practices in project and program delivery.
- Contributed to the Ministry's Operational Plan and supported the OAGO audit by classifying security issues for improved tracking and governance alignment.
- **Prepared charters, job aids, and budget documentation** to support strategic planning, resource forecasting, and evidence-based decision-making.

Technology Consulting Analyst

May 2024 – August 2024

Korcomptenz Inc.

Toronto, Ontario

- Contributed to enterprise-wide **digital transformation projects** by supporting teams in **automation, cloud migration, and data strategy** initiatives for clients in manufacturing and healthcare sectors.
- Developed and tested **Microsoft Power Automate** flows to automate repetitive business processes, resulting in estimated **30% efficiency gains** in internal workflows.
- Supported the successful transition of legacy systems to **Microsoft Azure**, improving performance reliability and enabling **20% faster load times** for client applications.
- Created **interactive Power BI dashboards** to visualize client KPIs, contributing to a **40% reduction in manual reporting efforts** and improved stakeholder decision-making.

- Authored key deliverables including **process maps**, **requirements documentation**, and **gap analyses** to support pre-sales discovery and implementation planning.
- Collaborated with cross-functional teams to assess client needs and deliver tailored solutions aligned with **cloud**, **automation**, and **CRM transformation strategies**.

Data Scientist – AI Training (Contract)

September 2023 – May 2024

Outlier (Remote)

Global

- Partnered with Outlier and Scale AI to **train next-generation AI models** by crafting and answering domain-specific Data Science & AI prompts.
- Evaluated and ranked AI-generated responses for **factual accuracy**, **clarity**, and **scientific rigor**, leveraging deep technical knowledge in ML and data science.
- Contributed to high-stakes **red-teaming and model safety** exercises—testing AI responses to challenging, sensitive scenarios to enhance safety filters and mitigate harmful outputs.
- Worked asynchronously across global squads, providing **expert feedback** that informed improvements in large language model (LLM) behavior and training loops.
- Maintained **quality**, **consistency**, and **domain alignment** across hundreds of weekly tasks, while managing flexible hours and adhering to strict accuracy and stylistic guidelines.

GIS Research Assistant

September 2023 – December 2023

University of Toronto Department of Geography and Planning

Toronto, Ontario

- Conducted complex spatial analysis and modeling using **ArcGIS Pro**, **ArcPy**, **ModelBuilder**, and **ERDAS Imagine** to support research in vegetation health, terrain modeling, and wildfire impact.
- Created **digital terrain models**, **slope and elevation grids**, **viewshed maps**, and **supervised land cover classifications** from field data and satellite imagery.
- Used **NDVI**, **Landsat**, and **SAR** data to assess temporal changes in ecosystems and contributed to the publication of spatial research findings.
- Automated GIS workflows and data cleaning processes using **Python scripting** and **FME**, improving processing consistency and reducing manual input.
- Produced **thematic maps**, **shapefiles**, and **interactive visualizations for community stakeholders** and academic presentations.
- Supported legal survey and cadastral research by interpreting property boundaries and jurisdictional datasets using GIS tools.

Application Developer

May 2022 – August 2023

Government of Ontario – Ministry of Education

Toronto, Ontario

- **Led the development** of an onboarding application in partnership with Microsoft and the Ontario Public Service (OPS), recognized as the **People's Choice** for its innovation.
- **Automated key applications** (OSAP, CCLS, PARIS) using Visual Basic and Python, reducing manual data handling by **50%** and increasing test coverage by **30%**.
- **Configured Federated Authentication** using **Azure Active Directory** to enhance security controls for MongoDB and improve identity management efficiency.
- **Wrote and executed unit tests** for production releases, including the COVID-related *Catch-Up Payments* website, ensuring functionality and accuracy.
- **Led resource management and task coordination** for multiple projects, including backend form processing scripts handling large volumes of sensitive data.
- **Provided technical support** on privileged identities, ensuring secure authentication processes and compliance with Ontario Public Service (OPS) standards.

Business Analyst

May 2021 – August 2021

Royal Bank of Canada (RBC)

Toronto, Ontario

- **Led the development** of Python and VBA solutions for automation in personal and commercial banking, achieving a **40% increase in operational efficiency**.
- **Implemented tools** to streamline long processes, enhance interface functionality, and improve performance, contributing to a **25% improvement in user satisfaction ratings**.
- **Collaborated with the design team** to ensure software solutions met client requirements and elevated client-side experiences.
- **Gathered and analyzed requirements** by engaging with Senior Managers and Business Analysts to align project goals with client needs.
- **Scheduled and facilitated meetings** with onsite counterparts to discuss business requirements, propose solutions, and deliver status updates.
- **Supported development and implementation** of automated processes, improving efficiency and reducing manual workloads.

Education

University of Toronto

HBSc in Computer Science and GIS with Distinction

September 2019 – August 2024

Toronto, Ontario

Projects

EPPM SO Planview Adoption Initiative | *Planview, MS Office Suite, Power BI, Notion, Trello*

- **Led the implementation** of the Planview adoption framework for the Community Services Cluster (CSC), focusing on improving **resource allocation**, **project tracking workflows**, and long-term scalability.
- **Worked with the development team** to design and deploy **Power BI dashboards** for management and executive use, providing **real-time insights** into project health, resource allocation, cost analysis, and risk assessments
- Developed a strategic **communications plan** to ensure stakeholder engagement and foster collaboration, providing regular updates, training sessions, and clear guidance for all team members.
- **Created a sustainment plan** to maximize post-project coverage, including **ongoing user support**, resource optimization strategies, and operational guidelines for consistent adoption.

Client Automation & Insights Hub | *Power BI, Power Automate, Microsoft Azure, SharePoint*

- Led the development of a centralized reporting and automation solution for a mid-sized client, combining **workflow automation** with **KPI dashboarding** to improve decision-making.
- Built and tested **Power Automate flows** to streamline intake, approval, and documentation workflows, reducing email traffic and manual handoffs by **30%**.
- Designed a **Power BI dashboard** to track performance metrics across departments, enabling **real-time insights** and reducing monthly reporting time by **40%**.
- Integrated Azure-based storage with SharePoint lists and cloud services to ensure **scalability and security** of business data.
- Delivered project documentation, user guides, and facilitated stakeholder walkthroughs to support a smooth handoff.

Workplace Onboarding System | *HTML, CSS, JavaScript, Microsoft Power Platform*

- **Led a team of 10+ developers** to build an application streamlining the onboarding process for multiple teams, improving organizational workflows.
- Designed and developed intuitive UI prototypes to ensure **seamless user experience** and adherence to **accessibility standards**.
- **Increased workflow efficiency by 50%** by minimizing redundant processes and **optimizing user interactions**.
- Collaborated with Microsoft to **deploy a production-ready system** within a **2-week timeframe**.

Technical & Leadership Skills

Security Program & Engagement Leadership: Coordination of penetration testing and risk advisory engagements; intake and scheduling; scope and milestone tracking; remediation follow-up; risk and issue escalation; confidentiality and handling of sensitive security findings.

Project & Team Leadership: Multi-stream delivery; Kanban-based task tracking; dependency management; workload coordination across analysts and vendors; budget and procurement coordination; performance and service quality reporting.

Programming & Scripting Languages: Python, Java, C, SQL, Visual Basic, JavaScript/TypeScript, R, Shell.

Web & Application Development: HTML5, CSS3, JavaScript (ES6), React, Node.js, Django, PHP; REST-based architectures; client-server integration concepts.

Automation & Testing: Workflow automation; API-based integrations; PyTest, JUnit; data validation scripts; form processing and error handling; controlled production releases.

Networking & Systems Foundations: TCP/IP; HTTP/HTTPS; authentication mechanisms; session management concepts; secure communications; enterprise operating environment awareness.

Cloud & Identity Platforms: Microsoft Azure, AWS, Google Cloud; identity and access management concepts; federated authentication (Azure AD); secure cloud deployment models.

Databases & Data Management: MongoDB, PostgreSQL; relational data analysis; data validation and quality controls; reporting datasets and dashboards.

Reporting & Executive Communication: Power BI dashboards; KPI tracking; briefing notes; presentations; translation of technical risks for non-technical audiences.