



Fabrice Fays

PMO Lead

Driving License
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📧 Fabrice Fays

Highly experienced PMO and Project Manager with a proven track record of leading and contributing to successful IT transformation projects. Expertise in project management methodologies, reporting tools, and team leadership. Exceptional communication skills and a collaborative approach to driving project success in global environments. Proficient in Microsoft Office Suite, SharePoint, and Azure DevOps.

EXPERIENCES

PMO / Chef de Projet

Eurengo - September 2024 to November 2024

- ▶ Oversaw and coordinated project management activities for a €120 million project, delivered on time and within budget, with a cost reduction of 20% compared to initial estimates.
- ▶ Collaborated with cross-functional teams to align aspects of the project in the construction phase and planning.
- ▶ Identified, assessed, and mitigated project risks through proactive action plans.
- ▶ Provided regular reporting on project progress to management and stakeholders using KPIs.
- ▶ Evaluated and recommended process improvements and promoted agile management methodologies.

Project Manager Coordination

Rénova9 - January 2018 to 2023

Implementation of construction sites up to 12 projects per year.
I organize the planning of construction sites and recruitment.
Management of budgets and purchase of materials.
Completion of the construction site.

Engineer Sharepoint and Nintex for Airbus Helicopter



Altran / Airbus Group Helicopter - September 2016 to April 2017

- ▶ PMO Sharepoint Project Airbus Helicopter
Redo all the piloting of Service Desk projects that failed for over 6 month. Accompany the project managers of the planning department planning, production of indicators, reporting and meeting
Implementation of procedures, methods and tools, to implement the new tools:
High analytical capacity and adaptability, autonomously, rigorous, service-oriented was required for this position.
- ▶ Restructuration and implementation of the new Sharepoint Nintex Forms and Workflow by JavaScript with high complexity " Demand on Service" over Airbus Helicopter and Airbus Group
- ▶ Implementation of the new toolbox for Management Reporting was a requirement.
- ▶ Management of 12 persons onsite and external Dedicated company to build different architecture and script to implement the solution on site for 100,000 persons .

SKILLS

Executive Summary

PMO Leadership & Project Management: ★★★★★ 5+ years of experience in PMO leadership and project management roles. ★
IT Transformation Projects: Experienced in IT transformation projects, including ERP implementations and organizational change initiatives.
★ **Project Management Techniques:** Proficient in project management techniques and reporting tools. ★
Communication Skills: Exceptional English communication skills (oral and written). ★
★ **Microsoft Office Suite:** Proficient in Microsoft Office Suite, especially Excel and PowerPoint. ★
★ **SharePoint & Azure DevOps:** Experienced with SharePoint (Office 365) and Azure DevOps. ★
★ **Agile Methodologies:** Experience with Agile methodologies (Scrum, SAFe).

Master in Microsoft Office

- ▶ Sharepoint 2010/2013 and Nintex ★★★★★
- ▶ Excel ★★★★★
- ▶ MS Outlook ★★★★★
- ▶ MS PowerPoint ★★★★★
- ▶ MS Word ★★★★★
- ▶ Access ★★★★★
- ▶ SAP ★★★★★
- ▶ Compuware ★★★★★

Project Management Officer

- ▶ Flexibility, adaptability & effective performance within deep changing and fast-paced environments ★★★★★

PMO - Project Manager Officer Trading

Gunvor (Gunvor International B-V) (Switzerland) -
January 2011 to December 2015 - Full-time - Genève -
Switzerland



- ▶ Attached to a portfolio of projects, PMO Central in project portfolio management and budgetary monitoring (\$7.9M).
- ▶ Consolidated indicators and provided reporting at the DSI level. Organized and monitored the deployment of project management processes and tools.
- ▶ Analysed and monitored project reports to sort out issues in the documentation section.
- ▶ Maintained and documented reports on a daily basis regarding the projects assigned to various departments; progress, schedule, budgeting and forecasting.
- ▶ Monitoring and Coordination within methodology of Prince, Agile and PMI.
- ▶ SharePoint deployment at corporate level, management and coordination with new ideas to develop the company.

Migration & Support VIP

Caterpillar (Switzerland) - January 2010 to December 2011
- Part-time - Genève - Switzerland



- ▶ Installation, configuration and maintenance of computer equipment Caterpillar Engineering
- ▶ Support internal and external users (Worldwide)
- ▶ Windows Platform Migration Project
- ▶ Mobil project migration

Sharepoint Migration

Novartis (Switzerland) - April 2009 to January
2010 - Part-time - Nyon - Switzerland



- ▶ Responsible of Lotus Migration to SharePoint 2007 and its database
- ▶ Creating documentation Processes for Users and administrative task
- ▶ Creating Workflow procedures (Nintex)

Test Applications Bank

Ergo group (Norway , Oslo) - January 2008 to March 2009 -
Oslo - Norway



- ▶ Testing Bankomat Applications
- ▶ Expert Applications Compuware) Quality Center Administrator and Director Test Application \ migration \ Quality Installation System Center.
- ▶ Management and preparation of documentation
- ▶ Professional Consultant at (Ergo Group)
- ▶ Contribute to the continuous improvement of work processes
- ▶ Technical tests with Norwegian Banks

Expert Support EMEA for Cisco products in English and Scandinavians



GEM's (Belfast) - 2005 to 2008 - Belfast - United
Kingdom

- ▶ Knowledge of Cisco Networking products as a whole
- ▶ Very good communication skills, to control customer interactions

- ▶ Matrix management of cross-functional teams in an international environment to maximize results ★★★★★
- ▶ Excellent Experience in an ICT and technical environment ★★★★★
- ▶ Ability to determine the appropriate measures for objectives ★★★★★
- ▶ Mastery of project management methods. ★★★★★
- ▶ Audits, internal analysis ★★★★★
- ▶ PMI ★★★★★
- ▶ PM ★★★★★
- ▶ Prince2 ★★★★★
- ▶ Agile ★★★★★☆

Languages

- ▶ French mother language ★★★★★
- ▶ English : C2 ★★★★★
- ▶ Norwegian :C2 ★★★★★
- ▶ Swedish : C2 ★★★★★☆
- ▶ Danish: c2 ★★★★★☆

INTERESTS

Photographer

- ▶ Landscape expert photographer
- ▶ Published in National Geographic

Sport

- ▶ Surf
- ▶ Windsurf
- ▶ Basejumper

Musique

Guitarist

LANGUAGES

- French ★★★★★
- English ★★★★★
- Norwegian ★★★★★☆

Director to the company Geskjeft

Geskjeft (Norway) - 1998 to 2005 - Oslo - Norway

- independent company with a dual activity in the construction and renovation.
Support Services within the IT service for PME's
- Management of 11 employees

EDUCATION

PMi

IT TRAINING ACADEMY (GENÈVE)

2016

Project Management Professional

Prince 2

IT TRAINING ACADEMY (GENÈVE)

2016

PM Training in London

IT LEARNING

April 2014

Project Management

Sharepoint and Nintex 2005

ERGO GROUP (OSLO)

2010

Sharepoint 2007/2010/2013 and Nintex Workflow procedures

NOVARTIS

2008

Graduate training and test automation

MERCURY HP AND COMPUWARE

2002 to 2003

HP Mercury Quality Center, test directory administrator Migration and deployment (Mercury HP and Compuware)
Mercury Quality Center super User Administrator HPQC

Office master

IT ACADEMIES (OSLO)

2004

MCP

IT ACADEMIES (OSLO)

1998 to 1999

Microsoft computer Professionel

MCSE

IT ACADEMIES (OSLO)

1999 to 2001

Microsoft Certified Solutions Engineering

Hotel School

ST PAUL (REUNION ISLAND)

1996 to 1998