### Shaun Phillips

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##### Project Coordinator

A highly qualified, dedicated, articulate, and results-driven Project Manager with expansive expertise in overseeing and managing the entire lifecycle of large-scale projects from the initial requirements gathering phase to implementation, to post-rollout support.

Areas of Expertise

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| Change Management ~ Staff Management ~ Project Planning ~ Resource Management ~ Risk Management ~ Product Development ~ Contract Administration ~ Process Improvement ~ Microsoft Project ~ Agile ~ Solutions-Oriented ~ Relationship Building ~ Decision-Making ~ Instructional Design ~ Equipment Safety Feature Design |  |

# Professional Experience

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| **Reconnaissance Section Leader, Washington Army National Guard** | Kent, WA | December 2006 – October 2019 |

Serve as a leader of a 10-person Stryker brigade combat team, Infantry Weapons Squad, prepared for deployment in support of global operations. Accountable for overseeing the health, welfare, discipline, professional development, and training of all team members. Maintain and hold responsibility for all unit equipment. Oversee all administrative matters including advising management on all teams on issues including the planning, resourcing, training, and group employment. Control the group’s maneuver, rates, and the fire distributions. Monitored all task safety performance.

**Project Manager, Qorso Technology Group** | Seattle, WA January 2013 – October 2016

Within the Defense and Law Enforcement practices of the company, managed the delivery of critical projects, and provided advanced levels of oversight and support. Presided over 20 successful implementations of Qorso solutions using accepted project management tools and internal business intelligence systems. Completed project management for clients that included US Department of Defense, SOCOM MacDill AFB, US Naval Surface Warfare Center Pacific, Defense Information Systems Agency (DISA), and multiple Federal and local law enforcement agencies. Organized/facilitated project stakeholder updates.

***Selected Contributions:***

* Costed, estimated, and planned multiple projects, and guaranteed that best values were obtained for the project including the supplier base, using internal/external resources.
* Wrote, updated, and completed project KPIs; wrote detailed/summarized project progress reports.
* Identified, costed, and processed project change requests; monitored deliverables against detailed project plans; and tracked actual expenditure figures against project budgets.
* Maintained communication with project stakeholders concerning updates.

*Additional experience includes as a* ***Correctional Sergeant*** *with the Washington State Department of Corrections, Monroe, WA.*

# Education

**Certificate, Project Management** | Villanova University, Philadelphia, PA, 2014