

DANIEL KELLEY, PMP, PMI-ACP

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PROFESSIONAL SUMMARY

Adaptable, organized and dependable US Army Special Operations veteran. Someone who has planned, coordinated and executed several programs and projects; connecting with both governmental and non-governmental partners. Transitioning into software engineering with a fundamental understanding of full stack software development. Possess and have maintained a Secret Clearance for more than ten years.

RELEVANT CERTIFICATIONS

- Project Management Professional (**PMP**), 2021
- Project Management Institute Agile Certified Practitioner (**PMI-ACP**), 2021
- Microsoft Certified Azure Fundamentals (**AZ-900**), 2021
- Microsoft Technology Associate Software Development Fundamentals (**MTA 98-361**), 2021
- NC State University Artificial Intelligence Academy Foundations Course, 2021

EXPERIENCE

Microsoft Software and Systems Academy

Cloud Application Development Student

January 2022 – May 2022

- Selected for a highly competitive program that supports transitioning service members as they gain the professional and technical knowledge necessary to enter the technology industry.
- Focused and studied in **Cloud** Application Development, learning to design, write, build, and support applications and programs.
- Gained fundamental skills in **C#, SQL, JavaScript, CSS, HTML, Git** and **Object-Oriented Programming**.
- Learned conceptual frameworks for Web Application Development, **ASP.NET MVC**, and **Azure Application Development**.
- Built, modified, and ran more than 100 queries against **T-SQL** databases via **SQL Server Management Studio** for data analysis and interpretation.

95th Civil Affairs Brigade (Army Special Operations)

Assistant Operations Supervisor

October 2020 – January 2022

- Assumed the Operational Supervisor position for four months during a company realignment; maintained both positions for four months and **managed 15 coworkers** to meet all organizational directives.
- Managed the company's classified personnel recovery database; **increased** the company's compliance from **80% to 100%** when audited by a third-party.
- Published over **35** organizational bulletins that were distributed to more than **200** coworkers weekly; **informed** coworkers of company-wide events and notified of career enhancing opportunities.

Civil Affairs Specialist

August 2017 – October 2020

- **Coordinated** four humanitarian assistance programs valued at **\$45,000**; enabled the U.S. Embassy access to three strategic locations in Trinidad and Tobago.
- Managed the expenses of **\$20,000 USD** worth of organizational funds while working internationally; utilized the funds appropriately enabling the team to **increase** its overall capacity to achieve objectives.
- Conducted over **90** consultations with host nation partners; **fostered** U.S. Embassy relations with host government, local partners and security forces.

Assistant Operations Administrator

October 2017 – August 2018

- Assisted in development and coordination of an organization validation exercise that stretched over three counties in VA; the exercise **helped certify** over **50** service members to deploy by meeting company requirements.
- **Delegated** and coordinated over **200 tasks** to different teams in support of organizational functions; all tasks' deadlines were met and adherence to the enterprise's readiness model standard was maintained.

PROJECTS

Random Restaurant Picker – C#, SQL, XML, XAML

A team project that used an API of a given location to help select a type of restaurant to eat at based on certain user preferences. The user preferences were connected to a local database shared between team members via GitHub.

EDUCATION

Bachelor of Science, Criminal Justice,
University of Massachusetts, MA

May 2011