

DANIEL KELLEY, PMP, PMI-ACP

www.linkedin.com/in/daniel-kelley1 • <https://github.com/DK-2021>

PROFESSIONAL SUMMARY

Adaptable, organized and dependable US Army Special Operations veteran. Someone who is always seeking to optimize a process or develop a solution to a problem. 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

TECHNICAL AND SOFT SKILLS

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|--------------------------|--------------------------|----------------------|
| • C#/HTML/JavaScript/CSS | • Microsoft SQL Server | • Project Management |
| • MVC ASP .NET | • Microsoft Azure | • Staff Management |
| • GitHub/Git | • Microsoft Office Suite | • Human Dynamics |

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.
- Studied in **Cloud** Application Development, learning to design, build, and support applications and programs.
- Gained fundamental skills in **C#, SQL, JavaScript, CSS, HTML, Github** 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

October 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.
- **Managed** 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
(<https://github.com/DK-2021/RandomRestaurantPicker>) A team project that leveraged an API of a given location to help select a type of restaurant to eat at based on certain user preferences. Utilized GitHub with teammates, allowing for each member to work with the project's latest version.
- **Personal Webpage** – HTML, CSS, JavaScript, GitHub, Visual Studio Code, MS Paint
(<https://dk-2021.github.io/MyWebsite/>) Using GitHub as a host, based on a website template, reconfigured the HTML, CSS and JavaScript to be used as a personal website. The website described my abilities, links to work and experience.

EDUCATION

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

May 2011