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## PROFESSIONAL SUMMARY

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Highly versatile, results-oriented, self-motivated, well-organized, business professional who enjoys challenges and thrives in a “people” environment. Areas of expertise include web development, spares order management, contracting, project management, and process improvement. Strong analytical, and organizational skills, coupled with exceptional interpersonal and communication skills. Thoroughly researches, analyzes, and solves problems of varying scope and complexity.

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## PROFESSIONAL HISTORY

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### **THE BOEING COMPANY – St. Louis, Missouri (May 2001- Present)**

#### **F-15 Mods and Sustainment Project Manager** (April 2019 - Current)

- Project Manager for RMP Common Configuration General Purpose Processor (GPP3) and Multi-Function Information Distribution System – Joint Tactical Radio System (MIDS-JTRS)
- Establish and communicate project objectives to all stakeholders
- Oversee development, monitoring, and control of project plans, master project schedules, EAC budget, and product deliverables
- Manage across functions to deliver quality product/service, within budget, on schedule.

#### **Fighter and DLA Supply Chain Execution** (April 2018 – April 2019)

- Collaborate cross-functionally throughout supply chain to mitigate delinquency risks
- Leverage knowledge of supply chain and processes to support order fulfillment and on-time delivery
- Perform analysis and provide data in response to inquiries for Integration and Program Management
- Identify and resolve customer supply chain management issues and discrepancies

#### **International Integrator** (September 2014 – April 2018)

- Integrated requirements to mitigate risk and resolve issues within the repair process.
- Collaborated across functions to ensure on-time delivery of repaired assets to international customers.
- Project Lead for creation of an online Depot Status Report tool automating reporting and providing real-time access to repair status for internal and external customers.
- Export focal for all International Country Sets; worked alongside DCMA to ensure accurate records, transportation plans, licenses, and certificates of authorization were processed for repair imports/exports.
- Managed project tasks alongside Country Manager and USN counterparts at PMA-201 to execute International Project elements through Foreign Military Sale (FMS) and Direct Commercial Sale (DCS).

#### **Asset Manager, Cruise Missile Systems** (May 2010 – September 2014)

- Ordered replenishment parts to maintain Harpoon / SLAM ER Repair Depot post production spares allowances, stock levels, and reorder points.
- Established Lean cost savings goals and tracked/reported financial status for allotted budget.
- Collaborated with Information Systems, Provisioning, Estimating, SM&P, International, Engineering, Government Property Management, and Depot personnel to support customer needs.
- Made recommendations to IT for system improvements to ensure accurate data feeds.
- Led multi-functional teams on affordability based business model improvement initiatives.

#### **Spares Integrated Product Team (IPT) Order Demand Cell (ODC) and First Responder Cell (FRC)** (July 2008 – May 2010)

- Managed Work in Progress and released spare material orders for the Defense Logistic Agencies (Philadelphia, Columbus, and Richmond) and NAVICP F18 and AV8 requirements.
- Worked with all functions within the Spares IPT to resolve issues and expedite the release of orders
- Worked in the First Responder Cell; utilized multiple systems including Integrated Material & Information Management (IMIM), Haystack, Redars, Parts Page, MS2, SLIC, DIBBS, Fed Bus Ops, and PCOST
- Represented the FRC as the IMIM enhancement focal and process focal
- Employee Involvement Team Lead for the Order Demand Cell
- Coordinated a Value Stream Mapping (VSM) event which resulted in a new paperless order process, ODC expedite group mailbox, and removed paper files/cabinets; thus utilizing CCS as the data retention system.

### **Contracts & Pricing Administrator, Spares IPT** (August 2005 – August 2007)

- Administer Contracts for the Defense Logistic Agencies of Philadelphia, Richmond, and Columbus to provide proposals for F18 and AV8 Requests for Estimates (RE).
- Processed orders and modifications upon receipt.
- Spares Contracts & Pricing Subject Matter Expert (SME) for the Mechanized Spares Management (MS2) system.
- Liaison between DLA and other Boeing functions to resolve delivery issues.
- Processed Credit Card requests and acted as Contracts & Pricing representative in the First Responder Cell; providing proposals for commercial as well as government business.

### **Office Administrator, Spares IPT and Future Combat Systems** (May 2001 - August 2005)

- Maintained appropriate supply levels for all office equipment and supply cabinets, updated calendars, and scheduled meetings
- Arranged travel (domestic and foreign), created expense reports, acted as a billing liaison in reconciliation of corporate accounts
- Prepared presentations and directed data flow in meetings
- Provided customer support to internal and external customers
- Implemented processes and procedures to maintain efficiency and effectiveness throughout the office

### **Coding Certification** (Currently In-Work, graduation April 2021)

Currently pursuing full stack web development certification through James McKelvey School of Engineering at Washington University. Proficient in the following:

- HTML, CSS, JavaScript, jQuery, C#, ASP.net, Python, Django, Java, PHP, Laravel, APIs
- Building web pages from scratch
- Mastering terminal commands
- DOM manipulation
- Consuming RESTful
- Parsing JSON to extract meaningful data
- AJAX to update website data

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## **EDUCATION AND CREDENTIALS**

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October 27, 2020 – April 27, 2021  
Washington University Coding Boot Camp Certificate  
Technology & Leadership Center  
James McKelvey School of Engineering at Washington University

August 26 to December 10, 2010  
Advanced Supply Chain Management Certificate  
St. Louis University

February 14 – 19, 2010  
Log21: Logistics for the 21st Century  
The Institute for Defense and Business  
University of North Carolina Chapel Hill

November 10 2009  
Dale Carnegie Breakthrough to Success Course Graduate

August 2005 to May 2009  
Masters of Management  
Fontbonne University, Clayton, Missouri

January 2002 to May 2005  
BA in Social Science  
Webster University, Webster Groves, Missouri

September 2000 to April 2001  
Certificate, Administrative Assistant Program  
Hickey College, St. Louis, Missouri

Current USG security clearance

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**PROFESSIONAL AFFILIATIONS  
AND HONORS**

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Boeing Supply & Operations Chain Leadership Development Program Graduate, 2015

Leader for Salem Lutheran Girl Scout Troop, 2012 - current

Former Chairperson on Epiphany Lutheran Church council 2014 - 2016

Valuing Diversity Award – 2003-2005, and 2009