

Michael P. Clarke, PMP

▪ Washington, DC ▪ 301.787.7332 ▪ michaelclarke@gmail.com ▪

PROFESSIONAL EXPERIENCE

Booz Allen Hamilton Washington, DC

September 2014 – present

Associate — Veterans Affairs (VA) EAWM Maximo Project, Continuous Diagnostics & Mitigation | July 2018 – Present

Sr. Consultant — VA SOARD Maximo Project | January 2015 – June 2018

Consultant — Marketing, VA SOARD Maximo Project | September 2014 – December 2015

Continuous Diagnostics & Mitigation (CDM)

- Serve as Metrics team lead for internal cybersecurity CDM project, tracking and creating data visualizations related to agency support across the government
- Create presentations, slick sheets and white papers for tactical sales team used to capture new work
- Standing up a project management office within CDM to improve on inefficiencies, define roles and reduce turnover

VA EAWM Maximo Project

- Led the VA VizLog team in creation of Tableau & Power BI dashboards for the Systems Office Director at the VA to help track Earned Value Management, money obligated, and resources across multiple projects
- Created and managed data visualization stories and dashboards for the VA Systems office to track the inventory and shipment of PPE and other equipment during the COVID-19 pandemic. These dashboards helped to make important supply chain logistics decisions about where equipment needed to be sent, where it was in the shipping process and what and how much was outstanding across hundreds of facilities across the nation. Data originated in SQL databases or shared spreadsheets and ETL processes were performed using Tableau Prep Builder.
- Led the Project Management workstream for the EAWM project, including management of the Integrated Master Schedule which provides insight into all aspects of the project, tracking the project's schedule and required scope of effort necessary for successful execution of 500+ project tasks. Provided bi-weekly updates to the client and project manager and interfaced with a Supply Chain Systems Organization wide IMS.
- Performed data readiness activities across 30+ VA Medical Centers including:
 - Creation and presentation of data mapping guides for legacy data
 - Tracking and providing data readiness updates on site readiness calls for hundreds of field staff
 - Holding support hubs for multiple waves at a time to demo data mapping activities in IBM Maximo, cleansing activities for their legacy system, and answer questions
- Supported sustainment efforts with the Functional Program Management Office across communities by helping to track actionable items, creation of decks and aiding in the creation of job aids and guidebooks
- Identified data issues and presented findings to the client based on data in IBM Maximo using MS Excel and Tableau - findings included recommendations going forward to solve or prevent identified issues

Internal Marketing

- Supported Civil Health Market Leadership in improving Opportunity/Pipeline Analysis, forecasting staffing needs, and increasing cross-functional collaboration by assisting in the development and implementation of a Capability Profile-based approach to categorizing and assigning OTIS opportunities

Speaking-Agency Paris, France

October 2013 – July 2014

English Teacher

- Prepared and taught daily lessons for private and small group language instruction, working closely with many students who did not speak English
- Provided feedback to families via detailed assessments based on several different language categories

LGS Specialty Sales Gloucester City, NJ

October 2012 – October 2013

Operations & Marketing Coordinator

- Responsible for the synthesis, analysis and presentation of international supplier data through comprehensive reports and charts to guide the management teams
- Supported the agency's customer-focused supply chain strategy, improving customer satisfaction and loyalty by effectively answering customer inquiries
- Created and implemented a new tracking system to prevent company shortages of vital packaging materials used daily
- Managed diverse distribution chains according to USDA/CBP codes, helping to navigate federal codes and restrictions depending on the country or produce sent
- Worked closely with other LGS offices in New York, Delaware, California, & Spain

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PROFESSIONAL EXPERIENCE (continued)

Steben & Co., Inc. Rockville, MD

September 2010 – September 2012

Account Registrations & Reporting Coordinator

- Responsible for regular review of revocable and irrevocable trust documents, pension plans, IRAs and estate documents, interacting with beneficiaries and settlors
- Daily interaction with diverse stakeholders including banks, custodians, investors and financial advisors, providing high quality service and efficient channeling to account structures
- Reported fund's status, numbers and tax information to custodians & broker/dealers

VOLUNTEER EXPERIENCE

Brains and Hearts Campaign Board Washington, DC

2015-2019

- Board Member representative for principal team at Booz Allen Hamilton
- Planned and led multiple events for Booz Allen Hamilton including 4 years of volunteering at Marine Corps Marathon, events at DC Central Kitchen, food packing events for the under-privileged and more
- Communicate opportunities to team, provide monthly updates and plan team wide volunteer events

Cup of Joe Washington, DC & Hyattsville, MD

2015-2019

- Organized multiple on-site events for Booz Allen Hamilton employees to package meals for the homeless
- Helped organization become a partner leading to recurring events across the firm

Back on My Feet Philadelphia, PA

2012-2013

- Fundraiser – raised \$1,800 for the charity to help those in halfway houses help attain jobs and financial wellness
- Team Coach/Team Member – helped plan and participate in morning runs 2-3 times a week

Rebuilding Together Washington, DC

2015-2016

- Acted as house captain for local remodeling project for home that needed repairs by working closely with the tenant and organizing a team of fellow employees

EDUCATION/CERTIFICATIONS

PMI Project Management Professional

February 2018

George Washington University Data Analysis & Visualization Certificate

September 2020

University of Maryland, College Park, MD

May 2010

Bachelor of Science

- Major: Resource Economics w/ Business focus
- Major: Criminology

COMPETENCIES

- Change Management (4 yrs)
- Project Management (3 yrs)
- Research and Analysis (3 yrs)
- Action Item Tracking (5 yrs)
- Document Review (7 yrs)
- Employee Engagement (5 yrs)
- Integrated Master Schedule (3 yrs)
- SQL (2 yrs)
- VBA (1 yr)
- HTML (1 yr)
- SharePoint Design & Maintenance (2 yrs)
- Quality Assurance Testing (1 yr)
- Data Analysis (7 yrs)
- Data Readiness (2 yrs)
- Data Visualization (3 yrs)
- Collaborative Writing (2 yrs)
- Python (1 yr)
- Tableau (4 yrs)
- JavaScript (1 yr)
- PowerBI (1 yr)