Michelle R. Walston

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**Professional Summary**

Fifteen years of Project Management experience working in the following areas: financial, healthcare, and corporate. Adept at developing and maintaining overall contract and project budgets, applying various methodologies (Adaptive, Agile, Lean Development, SCRUM, SDLC, Ten Step, Waterfall, etc.), organizational and financial theories to solve various business decisions, identifying and avoiding financial problems using quantitative techniques and various financial tools

**Professional Experience**

**Department of Veterans Affairs/ (ASMR/Apex Systems), Chantilly, VA 10/2015 – 7/2017**

**Project Coordinator**

* Assisted Division Lead and Team Leads on scope definition, coordination, and execution of cyber security tasks
* Development experience with Java, C++, Scala, Groovy, Python, and/or shell scripting
* Performed cyber security assessments for compliance with NIST and VA 6500 standards
* Created and managed the core project artifacts (weekly status reports, project schedule, project initiation document, and project plan document)
* Managed and monitored new hire access, process tasks, milestones, risks, and project deliverables

**Lafayette House, Petersburg, VA 11/2014 - 09/2015**

**Project Coordinator**

* Prepared and maintained records of clients’ progress and services performed, reporting changes in client condition to manager or supervisor
* Participated in case reviews, consulting with the team caring for the client, evaluating the client's needs and plan for continuing services
* Arranged for after-care for individuals and/or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles
* Coordinated transportation for clients in support of medical and personal needs

**Capital One/Capricorn Systems, Glen Allen, VA 09/ 2012 - 10/2014**

**Project Coordinator**

* Scheduled, coordinated and completed tasks required for steady state systems, maintenance, documentation, development and enhancements to web-based systems Clarity
* Development experience with Java, C++, Scala, Groovy, Python, and/or shell scripting Excellent understanding of database fundamentals – SQL, database design, and modeling principles
* Experience with data warehousing tools and technologies
* Managed external schedule of conferences and attendees
* Ensured appropriate project communication occurred with internal and external stakeholders
* Created and managed the core project artifacts (weekly status reports, project schedule, project initiation document, and project plan document)
* Managed and monitored KnowledgeLink access, process tasks, milestones, risks, and project

**Law Office of Corine Bailey, Petersburg, VA 10/2011 - 08/2012**

**Office Manager**

* Liaised between attorney and client to maintain accurate documentation
* Maintained client relations both pre and post-petition filing and answering general, non-legal questions regarding the file
* Assisted and supported the attorney throughout the client’s bankruptcy process inclusive of processing title requests payoffs, unclaimed funds, and lien releases
* Reviewed bankruptcy cases to determine collectability

**Technology Associates International Corporation, Crystal City, VA 02/2009 – 10/2011**

**Navy Marine Corps Intranet (NMCI)/Base Realignment and Closure (BRAC)**

**Project Analyst**

* Worked with stakeholders to develop requirements, understanding technical vision, planning technical effort, coordinating with managers of related projects and implementing solutionsExperience in System Life Cycle Development (SDLC), and Project Management.
* Worked in a PMO Office closely with the Contracting Officers at each site to ensure that requirements were being met.
* Defined, documented, reviewed, and approved equipment baselines for network infrastructure, protocols, inside and outside plant (ISP/OSP), network equipment, servers, and other IT equipment
* Placed orders for new leased or changes or disconnect telecommunications circuits
* Managed and tracked circuit requests to include placing the order, ensuring installation is complete within due date and ensuring circuits are added to billing system
* Ordered, tracked and coordinated Telco Special Construction projects
* Ensured network monitoring tools are up to date and collecting the appropriate statistics to ensure SLA compliance and problem avoidance
* Worked closely with security engineering staff who perform Security Testing & Evaluation (ST&E) and Certification Testing to ensure that all valid system findings are fixed, mitigated, or develop remediation plan

**Jacobs Engineering/General Services Administration, Arlington, VA 08/2007- 02/2009**

**Project Engineer/Manager**

* Processed and logged all submittals, transmittals, acquisitions, P.O. and RFIs submitted by the contractor
* Managed, process, and reconciled submitted invoices and change orders with the appropriate routing
* Tracked and managed badge process for contractors and subcontractors ensuring security guidelines are regulations are followed
* Interacted with GSA and agency to ensure that change orders were properly documented
* Verified all drawings presented by contractor were properly logged, submitted and distributed to all parties involved
* Utilized MS Project to manage project schedule and budget
* Managed contractor to ensure project guidelines align contract agreement

**Logistics Applications, Inc./Department of Energy, Alexandria, VA 08/2006 – 08/2007**

**Project Manager**

* Developed, transferred and maintained space allocation/assignment data
* Updated current as-built drawings using Auto CAD in accordance with industry standards
* Prepared presentation packages consisting of floor plans, elevations, finish selections and perspectives for management decision
* Coordinated with multiple parties including Accounts Payable, Procurement, Business Unit Management, Legal, Finance, Information Security and outside vendors
* Reviewed all lease space details and assured it followed federal and DOE policies and procedures
* Liaised between GSA, DOE and tenant to coordinate with the respective program offices
* Prepared the Independent Government Estimate

**Department of Homeland Security, Camp Springs, MD 02/2001 - 08/2006**

**Building Space Management Specialist and Telecommunication Analyst**

* Oversaw all aspects of the contract and related tasks
* Ensured project deliverables were provided on time and within scope of the contract
* Worked with team to develop and deliver ROM and cost estimates on new requirements
* Prepared project management documentation, professional reports and presentations for upper management and the federal customer regarding status of projects
* Provided liaison functions between relocating offices and technical specialists
* Directed unit specialists and personal reviews of proposed relocation sites
* Performed as subject matter expert (SME) for field office personnel during all phrases of a relocation projects
* Processed and coordinated numerous space actions for expansions, relocations and reconfigurations

Education

**1991-94, 1995-1996 North Carolina A& T State University, Greensboro, NC –**

**(Major: Computer Engineering) Technical Skills Summary**

Avaya Definity PBX, AutoCAD, Clarity, Comprizon, Harvard Graphics, HPSM,I-Tracker, IBM Tivoli, Intuity, JIRA, KnowledgeLink, Lotus Notes, Merlin, Microsoft Office Suite (Access, Word, Excel, PowerPoint and Excel, Publisher), MS FrontPage, MS Project, MS SharePoint, Octel, Partner, Prolog, Relativity, Remedy, RiskVision, and TripWire Enterprise