**Experience Summary**

**IT Project Manager:**

* Delivered 8+ years of large concurrent projects on schedule, in budget, and in scope
* Managed SDLC of cloud based software for CRM and HR staffing utilizing Agile/Scrum
* Managed SharePoint content database migrations supporting NAVSEA to provide an reliable and secure SharePoint environment for US Navy Commands
* Performed EVM, managing project costs; estimate variations to produce reporting metrics
* Presented at high-level stakeholder and management briefings using Microsoft Visio, PowerPoint, Excel, and Project to convey key, precise messaging

**Employment History**

**C2 Solutions Group, Inc. – Washington, DC** APRIL 2014 – Present

*Project Manager*

* Support the Millennium Challenge Corporation Office of the Chief Information Officer (OCIO) leading the project management of SharePoint 2010 enhancements on the client intranet portal
* Liaison for the MCC Web Presence program, serving as the POC for AWS support communications
* Perform operations management for the SharePoint helpdesk ticketing system, and ITSM workflow process to track response, completion, and end user validation of service request close-out
* Provide customer facing support for SharePoint service requests, and projects through electronic and in-person meetings to elicit requirements, provide status, and ensure scope accuracy
* Managed development, testing, and delivery of a custom SharePoint/Silverlight Application to provide greater project resource allocation and reporting capabilities across the entire organization
* Implemented processes for IT operations to track and manage the helpdesk service request queue, and generate reporting dashboards for management review
* Utilize Microsoft Project Professional, and Bamboo PM Central to facilitate scheduling and reporting
* Responsible for pre-deployment documentation including: Operational Readiness Reviews (ORR), release notes, installation packages, user guides, training guides, and change requests (CR)
* Development of test scripts and performance of QA software validation and regression testing, coordination and support of UAT testing

**LanceSoft, Inc. – Herndon, VA** FEB 2014 – APRIL 2014

*Project Manager*

* SDLC project management of Applicant Tracking Software (ATS) & CRM Software for the cloud
* Utilized Scrum to manage SDLC through product release backlogs, planning and facilitating team sprints and retrospectives to support regular product releases, and generate reporting
* Responsible for cross communication between client management teams, partnership management teams, and internal management regarding delivery deadlines, requirements elicitation, project LOE, and project status
* Managed helpdesk operations to support ticket tracking, prioritization and distribution through Axosoft OnTime, report on incident resolution, and support end user approval workflow closeout
* Developed and implemented an improved end to end ITSM process for IT operations to support incident management and SLA
* Generated and distributed weekly software release build notes to end users to support each deployment

**TWD & Associates, Inc. – Washington, DC** APRIL 2013 – FEB 2014

*IT Project Manager*

* Managed SharePoint migrations for 15 US Navy commands into NAVSEA’s iNAVY SharePoint environment from April 2013 to January 2014, supporting all of US Fleet Forces, and US Pacific Fleet to provide enhanced IT security and services to 50,000+ DoD CAC users
* Provided customer support to the government client, senior management and stakeholders regarding project scope, milestones, and deliverables that supported business needs of the iNAVY SharePoint program, and help desk operations management
* Provided customer facing requirements, planning, kick-off, and closeout meetings for Navy officials, and responsible for relevant reporting, project document management, and lessons learned archives
* Liaison for all external SharePoint content database migrations, and communication between Navy commands, external contractors, the Defense Information Systems Administration (DISA), and NAVSEA
* Managed deployment and scheduling of COTS SharePoint 2010 environment solutions and applications for NAVSEA client sites, and company internal requirements
* Proctored weekly meetings and reporting sessions to communicate key decisions, schedule health, risks, issues, deliverables, and achievements to stakeholders
* Business intelligence IMS; responsible for tracking and reporting internal projects by maintaining schedules, identifying and monitoring project dependencies, and performing critical path analysis
* Implementation and supervision of stakeholder SharePoint sites used for project collaboration
* Produced recurring weekly status reports for NAVSEA CIO regarding iNAVY SharePoint migrations

**Connected Logistics, Inc. – Fort Belvoir, VA** APRIL 2012 – APRIL 2013

*Project Manager*

* Managed evaluation and improvement of the overall project management life cycle process across the organization, coordination of key tasks, directorate level strategy meetings, project scheduling, and document approvals for the program manager and government client for special projects
* IMS for the Project Executive Office for Enterprise Information Systems (PEO EIS) 06 level (I3C2) Business Process Improvement (BPI) team responsible for tracking new process flow development and implementation projects
* Training SME for Schedule Management - Best Practices, Project Management Life Cycle (PMLC), and Microsoft Project 2010
* Examined and presented business development opportunities regarding potential methods to meet ISO9000 and CMMI accreditation standards as part of business development
* Provided configuration and control administration for PEO EIS 05 Level (PdM P2E) training portal on the client SharePoint site to support cross functional classes to the support Warfighter in Southwest Asia
* Responsible for supporting the Knowledge Management team during development and configuration of dashboards, document libraries and personnel tracking rosters on the Army client SharePoint site
* Prepared and presented weekly virtual teleconference (VTC) training sessions for remote personnel and forward deployed teams in Southwest Asia and Europe

**Materials and Manufacturing Systems (Matsys), Inc. – Sterling, VA** FEB 2006 – APRIL 2012

*Project Manager*

* Managed Small Business Innovative Research (SBIR) contracts through stages I, II, & III concerning advanced armament for Office of Naval Research (ONR), Army Research Laboratory (ARL), and Defense Threat Reduction Agency (DTRA)
* Managed SDLC for embedded software applications for aeronautics and engineering sensing systems using Agile project management to support ongoing product deployments defined through customer and stakeholder interactions
* Presented bi-weekly customer and stakeholder status meetings to review project risk management decisions, risk mitigation options, schedule health, budget capital and resource planning
* Performed Earned Value Management (EVM) to monitor cost and schedule variations and indices
* Employed schedule baseline analysis to determine project schedule and scope variations
* Performed all actions as authorized procurement officer for multiple DoD contracts as well as multiple large commercial projects for Procter & Gamble, Du Pont, GE Healthcare, and Alcoa

**Education**

George Mason University (Fairfax, VA): Bachelor of Arts, Communication, 2008

**Professional Affiliation**

Project Management Institute (PMI) - Member since FEB 2012

**Technical Skills & Software**

PMP, Microsoft Project Professional 2010/2013, Microsoft Project Server, Microsoft SharePoint 2010/2013, Microsoft SharePoint Online, Microsoft Online Services, AWS, Microsoft Visio, Microsoft Access, Microsoft Office, SDLC, Agile, Scrum, Waterfall, Burn Down Charts, Kanban, Axosoft OnTime, Bamboo PM Central, Sugar CRM, Recruiterbox, Acretix CPX, Kanexa ProveIt!, Adobe Photoshop, Base Camp, PM Central, AutoCAD, Windows 7 & 8, Linux Ubuntu, Windows Server 2008 R2

**Certifications**

Project Management Professional (PMP) Certified

**Clearance**

DoD Secret Clearance, Active