**Ray Amin, PMP, ITIL, SSGB**

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**PROFESSIONAL SUMMARY**

Senior consultant and technical subject matter expert actively seeking a role in which to leverage 17 years of progressive IT experience on development, modernization, and enhancement (DM&E) projects and Enterprise programs. Well versed in enterprise, operational, and mission critical IT and C4IT support disciplines which examine current posture for effective mission readiness. Extensive and in-depth knowledge of Agile, Waterfall, PMBOK, ITIL, SELC, SDLC, and Six Sigma strategies and the tactical execution of recommendations in delivering world class program management strategies.

**EXPERIENCE**

***JPI, Inc., Washington, DC* Apr. 2015 – Present**

JPI’s expertise is in project, program and enterprise management consulting. They work primarily with Federal clients in developing continual process improvements, cyber security, governance, human capital planning, program, performance and risk management, software development, strategic planning and transformation and modernization projects.

***IT Skills specific to projects:*** MS Project, PowerPoint, Word, Excel, Visio, and SharePoint.

**Technical SME/Sr. Project Manager/Senior Consultant**

*Responsible for leading US Coast Guard (USCG) enterprise policies and procedures, best practices and guidance on information assurance, risk management, sustainment support, cost benefit, manpower analysis, cybersecurity and policies and procedural revisions for all Non-Standard maintenance (NSM) and diagnostic C4IT gear as they adhere to DHS and DoD best practices, policies, and guidelines.*

* Acts as the Technical SME for USCG’s C4IT Service Center’s Business Operations Division (BOD) – Technical Authority Branch (TAB) which consolidates electronics and IT support in order to provide depot-level IT support for all mission requirements.
* Manages, leads, and supports IT programs as directed by USCG Chief Information Officer’s Office and the Assistant Commandant for Command, Control, Communications, Computers and Information Technology (C4IT) Workspace.
* Facilitates all multi-directorate meetings for USCG’s C4IT Service Center BOD-TAB. Ensures that all current enterprise policies deal with the Service Center’s best intentions and follows suit through the Enterprise’s Acquisitions to Sustainment processes which is determined to be in full alignment with System Engineering Lifecycle (SELC) and ITIL Service Management (ITSM) in support of the Mission Support Business Model (MSBM).
* Reviews the current SELC and ITIL framework in order to provide value propositions and risk monitoring controls on status quo policies and guidelines to better deliver future mission critical and increased capabilities.
* Identifies, corrects and updates deficiencies related to C4IT operational and mission gear so that the asset management and workforce development strategies are effectively executed in the best interest of USCG operational missions and capabilities.
* Working with various USCG divisions and directorates to plan, design, develop, integrate and test, implement, operate and maintain, and dispose of capital assets to ensure that USCG is receiving necessary contractor and program related support.
* Utilizing the SELC SIMILAR process by first identifying customer needs, and then re-evaluating the problem statement, investigating alternatives, modeling the system, integration, launching the system, assessing system performance, and evaluating the outputs.
* Reviews Enterprise Cybersecurity, Information Assurance and Configuration Management policies, best practices, opportunities, and strategies as it relates to DoD and DHS overarching policies and guidelines.
* Provides analysis of current business practices, process maps, and guidance to look for ways to leverage the Service Center’s needs, focus and concentration.
* Develops and maintains MS SharePoint portals for various USCG divisions and directorates as they strive for seamless Acquisitions to Sustainment processes.
* Seeks business development opportunities; leads proposal and white paper developments.

*Key Accomplishments:*

* *Completed a Business Case Analysis (BCA) for USCG Non-Standard Maintenance and Diagnostic Computers, Software, and Systems. Many of the recommendations and key findings have been adopted throughout the organization.*
* *Worked with the USCG Cyber Task Force in developing future C5I Cybersecurity and Intelligence best practices.*
* *Provided mentorship to junior JPI consultants as they transition into the USCG workspace.*

***Distributed Information Technologies, Arlington, VA* Feb. 2013 – Mar. 2015**

DIT’s expertise is in enterprise asset management, application development, cyber security and fraud protection and IT services. IT service offerings include: comprehensive planning, sizing, installation, configuration, and optimization of custom and COTS financial and business decision making software. Large IT systems upgrades, conversions, data integrity and deployment project activities.

***IT Skills specific to projects:*** Java, HTML, Flex, ColdFusion, .Net, Oracle, WebSphere, SQL, Maximo 6.5 and 7.5, Tririga, Tivoli, TAMIT, SAP, Cucumber, Deltek, BIRT, Bugzilla

***Sr. IT Project Manager***

*Responsible for leading and managing project teams to ensure completion of client initiated software development projects while reporting to and partnering with the Program Manager and VP of Business Development.*

* Responsible for managing a $6.5M portfolio of up to 4 projects for the Dept. of the Interior while overseeing a total staff of 25 to 30 developers, business analysts, solutions architects, functional managers, and support staff.
* Managed products developed in Java, HTML, Flex, ColdFusion, .Net, SQL which were integrated into IBM Maximo and SAP which were the Asset Management and Business and Financial databases for the Department of Interior.
* Gathers requirements, develops high level design of application, manages the development of the application, internally tests the application, develops test plans and scripts for the User acceptance testing, remediation from acceptance testing, test analysis reports, documentation, deployment and post deployment support functions and processes.
* Day to day responsibilities include managing internal scrums, client facing meetings, development, project deliverables, reports and general project management activities, scheduling updates, schedule creations, resourcing, document editing and generation, project reports, financial reports, EVM calculations, executive dashboards, weekly, bi-weekly and monthly progress reports, monthly hours reports.

*Key Accomplishments:*

* *Secured $850,000 in additional project work from the Dept. of the Interior.*
* *Developed Systems Change Request process which was adopted by DIT to support new Change Request Control Management processes.*
* *Took over an at-risk project with projected financial loss of $55k and remediated issues resulting in a $16k profit.*

***MTS, Arlington, VA* Aug. 2012 – Jan. 2013**

MTS offer comprehensive learning strategy assessments, instructor-led training, custom eLearning and technical solution services to Federal and Commercial clients.

***IT Skills specific to projects:*** Java, HTML, Visual Basic, Dream Weaver, ColdFusion, .Net, SQL, Proprietary quality assurance and product management software

***Sr. IT Project Manager***

*Responsible for leading project team of 20 through the final development, pre-release, release and post-release processes for nine web based and instructor led training initiatives for the Federal Aviation Administration.*

* Responsible for managing a $2.1M project for the Air Traffic Controller Recertification Process for the Administration.
* Led a team of 20 developers and Instructor System Designers utilizing technologies such as Java, HTML, Visual Basic, Dream Weaver, ColdFusion, .Net, and SQL to develop instructor led and web based training courses for all of the 13,000 Air Traffic Controllers nationwide. These applications supported the FAA’s Technical Training Division to ensure that all Air Traffic Controllers were certified and accredited to perform their operational work duties.
* Gathers final comments, edits and recommendations from Federal Systems Designers as to what the final web based deliverable will “look and feel” to the audience.
* Worked closely with project team to tweak and finalize web based content and project documentation deliverables.
* Day to day responsibilities include managing internal meetings, client facing meetings, storyboarding, editing and testing instructional software, software testing, voiceovers, managing production tickets, weekly status reports, monthly progress reports, invoicing, production ticket closeouts and transfers, quality assurance, release planning and post release activities.

***ServicePoint, Washington, DC* Nov. 2004 – Apr. 2012**

A digital and document management services company which tailors to design, architectural, engineering , construction, utilities, and inspections professionals working on large commercial construction, residential and infrastructure projects throughout the Washington, DC metropolitan area.

***IT Skills specific to projects:*** Java, HTML, Flex, ColdFusion, .Net, SAP ERM and CRM, Adobe Acrobat Professional 7.0, 8.0, Adobe Photoshop, ScanFix 5.0, AutoPlay Media, Documentum, Track-It

***Project Manager, Washington, DC* Feb. 2008 – Apr. 2012**

*Manages a team of 20 to document, print and archive construction data for the US Army Corps of Engineers. Clients would utilize our digital on-line plan rooms to work with their subcontractor in order to expedite planning and design efforts and to reduce project timelines and overruns.*

* Responsible for managing a staff of 20 and a production facility consisting of three Oce Digital scanners and wide format printers, four HP commercial colors format printers, three Xerox commercial printers and maintaining an inventory of $350,000 of consumables.
* Responsible for producing software and applications which would enable us to manage our clients’ Enterprise Content Management, Information Management and Document Management efforts for all major architectural, engineering and construction projects within the Washington, DC metropolitan area. These applications utilized Java, HTML, Flex, ColdFusion, and .Net to synchronize between Oracle and Documentum ECM platforms. These technologies were also utilized to develop digital plan rooms and data repositories.
* Responsible for gathering customer requirements, fulfilling print requests, order fulfillment, logistics and general daily operational tasks.
* Utilizing SAP ERM to maintain job ticket invoicing, supply orders, supply deliveries and to generate monthly sales figures.
* Day to day responsibilities include managing production runs, scanning, archiving and indexing activities, change requests, print on demand requests and general operational work.

*Key Accomplishments:*

* *Yearly sales in excess of $2.2M for three years.*
* *Manages 63,000 change requests throughout US Army Corps project.*
* *Strong usage of SAP ERM for internal and external invoicing and inventorying.*

***IT Skills specific to Projects managed:*** Java, HTML, SQL, SAP ERM and CRM, Adobe Acrobat Professional 7.0, 8.0, Adobe Photoshop, ScanFix 5.0, AutoPlay Media, Documentum, Track-It

***Brand Manager, Herndon, VA* Nov. 2004 – Jan. 2008**

*In charge of a small team working in an operational and brand management capacity to introduce and convert print clients to use our new line of Intelligent Archiving (IA) product and service offerings. Cross selling, marketing and advertising to prospective clients and providing operational support.*

* Manages the regional coordination of Intelligent Archiving services to our existing print clients. Comprise primarily of Architecture, Engineering and Construction firms. By digitizing client drawings, ServicePoint was able to leverage their print clients and to introduce them to our new products and services.
* Day to day responsibilities include operational support work tasks, business development, marketing and managing a staff of 8 to work on building the Intelligent Archiving brand.

*Key Accomplishments:*

* *Yearly sales in excess of $1.0M.*
* *Captures multi-year archiving project from Clark Realty in excess of $600,000.*
* *Provides sales materials for ServicePoint Corporate.*

**EDUCATION & CERTIFICATIONS**

**B.S., Decision Sciences and Management Information Systems Jan. 1999 – May 2004**

George Mason University, Fairfax, VA

**PMI PMP** certification attained Mar. 2012. Re-certification on: Mar. 2015. Certification valid until Mar. 2018.

**ITIL V3 Foundation** certification attained Oct. 2010.

**Six Sigma Green Belt** certification attained Dec. 2014.

**PMI ACP** coursework complete. Certification exam scheduled for summer 2017.

**SKILLS**

DOS, MS Windows 3.x, 2000, XP, NT, ME, 7, 10

MS Word, MS Excel, MS Access, MS PowerPoint, MS Project 2007 and 2010, MS SharePoint

Adobe Acrobat Professional 7.0, 8.0, Adobe Photoshop, ScanFix 5.0, AutoPlay Media, Documentum, Track-It, Kana 5.0-7.0, CA Clarity, FORTRAN IV, C, C++, C#, VisualBasic.net, SQL Server 8, SAP CRM, SAP ERM, Joomla, Drupal, ASP.net, OLAP, MiniTab, IBM Maximo 6.2 and 7.5, ColdFusion, Java, Flex, Bugzilla

**PROFESSIONAL REFERENCES**

Professional references available upon request. US Citizen with an Interim Secret Clearance.