

Project Manager Project Manager Project Manager - Applied Information Sciences McLean, VA  
Work Experience Project Manager Applied Information Sciences - Alexandria, VA October 2014 to  
Present Responsible for managing projects assigned by Project Managers and regularly reports  
progress and status on assigned projects and tasks Develop project plans, as requested, soliciting  
input from the team on the plan and project design Assist in establishing responsibility for  
assigned project/s tasks/milestones Assist in establishing clear decision-making and  
communication processes; monitor project progress Participates in analyzing and resolving  
problems associated with technical issues, project resource issues, and project integration issues  
Assist in identifying resource needs for the project (roles, expectations, and goals with identified  
team members from the functional areas) Communicate effectively across the team and interface  
with clients as appropriate Understand and communicates the inter-dependencies of various  
systems/products to client and team, as directed Assist in implementing change requests  
Proactively assist in continuous process improvement and problem resolution Develop list of  
activities and schedules with a strong attention to detail Effectively communicate with senior  
level/VIP customers Works with Project Managers and team to strategically develop the program  
for the future (technology, strategy, processes) IT Engineer/ Project Analyst UrsaNav - Stafford, VA  
June 2014 to October 2014 Review identified IT specifications and configuration form data to assist  
with maintaining the current and future IT catalog. Provide vendor-proposed product engineering  
analysis for IT and technical evaluations. Analyze and update procurement specifications based  
on requirements. Provide Configuration management of all engineering documentation, software  
and hardware. Assist in transition and integration efforts for new and emerging tools. Perform  
analysis and evaluation throughout the process, application, system, development life-cycle which  
includes, but is not limited to: planning, requirements, design, acquisition, development, integration,  
installation/deployment, performance tuning, testing, or training. Perform/ direct the development  
and preparation of detailed analysis and solution recommendations at various stages of a project  
life-cycle. Perform configuration management and asset tracking duties Ensure compliance with,  
and/or develop, the standards and organization requirements relative to specific assignments IT

Specialist Inmarsat Government - Herndon, VA August 2012 to June 2014 Initiated, updated, tracked, and closed network trouble tickets in Remedy Service Desk. Created/Documented and led training for new hire orientation and computer use training. Companywide Mobile/AT&T Administrator of all accounts, contracts, and phones. Researched, resolved, and responded to support requests received via telephone calls, visits and email in a Microsoft Windows environment.

Asset tracking and management responsibilities included updating vendor inventory website and life cycle refreshes Recommend, researched and evaluated new technologies/solutions.

Participated in technology deployment projects (as lead and/or team member IT Specialist/CAD Manager Army Corps of Engineers - Winchester, VA May 2010 to August 2012 Provided customer IT support for District/Division IT equipment, software, and systems Investigated, analyzed and evaluated problems in system software, applications software interfacing, and/or IT equipment to isolate causes of malfunctions. Coordinated with IT customers and specialists to identify IT

improvements and ways to provide greater effectiveness and economy of services. Education Bachelor of Science in Computer Science Shepherd University - Shepherdstown, WV Additional Information Experienced Project Manager with extensive knowledge providing support for both Government and non-Government agencies. Strong background diagnosing, troubleshooting, and solving technical issues. Experience creating IT Process Documentation as well as implementing Change Management processes. Strong customer service and communication skills while supporting both technical and non-technical staff. Professional Accomplishments Supported IT

Helpdesk Coordination among The DoD Office of Secretary of Defense within the Pentagon Assisted in product development and research of ITSS Marine Corps Network Catalog Assisted in a companywide domain migration for users, computers, servers, and SharePoint Created and led an Onboarding Orientation Program for new employees with supporting curriculum material

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