

Technical Project Manager Technical Project Manager Technical Project Manager - ASSOCIATION OF TALENT DEVELOPMENT Alexandria, VA To obtain a position that will enhance my knowledge of information systems. To develop and use the skills I have acquired throughout my education and work experience. Work Experience Technical Project Manager ASSOCIATION OF TALENT DEVELOPMENT - Alexandria, VA June 2018 to Present Lead the planning and implementation of assigned IT initiatives using proven project management methodologies Managed operational systems issues, assigning them to an appropriate developer to fix, then test and move the solution to production using the appropriate change management process Communicated effectively with internal customers on progress and ensure satisfaction with the quality and timeliness of work done

Managed activities within the different groups to ensure that system changes are professionally executed Worked with internal teams and vendors to coordinate tasks so that when new projects are ready to be deployed the appropriate support structure is in place Manage coordination of issue tracking, contracts, budgets, cross-charges, monthly reporting and support, process implementation and effectiveness IT Project Specialist PHACIL INC - Beltsville, MD October 2016 to June 2018 Monitored and managed IT projects through their entire lifecycle in a fast-paced environment using the approved project tracking system (Microsoft SharePoint and BMC Remedy).

Verified that applications within the IT infrastructure were certified and compliant with the latest standards Assisted the integration team with running internal and external Vulnerability Assessments (VA) Scans on the applications requested from various agencies Assisted the testing team with running USG/DISA scans on the applications requested from various agencies Facilitated ongoing application security testing and documentation to testing processes. Identified customer requirements (including scope and content) secure work and release authorizations and coordinate with members of other teams to process work efficiently to meet established due dates. Provided detailed status on assigned projects Facilitated meetings and on-demand conference calls (as needed) including project kickoff, pilot and production readiness reviews and others needed to complete implementation of new and existing projects with government officials. Created documentation related to the change and release requests including requirements, deployment

plans and release notices. Project Coordinator/ Junior Technical Writer SITE SAFE ENGINEERING - Arlington, VA September 2014 to October 2016 Prepared source data for computer entry by compiling and sorting information; establishing entry priorities. Processed customer and account source documents by reviewing data for deficiencies; resolved discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution. Entered customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format. Maintained data entry requirements by following data program techniques and procedures. Verified and entered customer and account data by reviewing, correcting, deleting, or reentering data Combined data from both systems when account information is incomplete; purging files to eliminate duplication of data. Test customer and account system changes and upgrades by inputting new data; reviewing output. Secured information by completing data base backups. Maintained operations by following policies and procedures; reporting needed changes. Maintained customer confidence and protects operations by keeping information confidential. Contributed to team effort by accomplishing related results as needed. Wrote RF Safety reports for specific clients like AT&T and T-Mobile Managed the inventory of field equipment with the field tech managers. Administrative Assistant CONNECTIONS EDUCATION - Columbia, MD July 2014 to August 2014 Maintained daily workflow for Enrollment Department Ensured that all electronic documents and mailed documents are properly saved, dated and coded to be transferred to the students account so that they can be verified Ensured that Special Needs documentation, Placement tests and Report Cards are identified and labeled as the proper documents for reviewing by specific departments Assisted the enrollment team with accurate verification of enrollment documents during busy peaks and communicating with families of missing or invalid documentation Protected the privacy of students and families by following the steps set forth by Connections Academy IT Technician LIBERTY UNIVERSITY - Lynchburg, VA October 2013 to May 2014 Reimaged computers Wiped memory Installed, modified, and repaired computer hardware and software Run diagnostic programs to resolve problems Followed up with customers to ensure that an issue has been resolved. Maintain inventory of all equipment,

software and software licenses      Monitored and responded quickly and effectively to requests received through the IT helpdesk      Organized Shelves      Development of solutions and workarounds      Prepared reports, such as inventory balance, price lists, and shortages      Worked with the IT Help desk to complete certain tasks      Education Bachelor of Science in Business Management Information Systems LIBERTY UNIVERSITY, SCHOOL OF COMPUTATIONAL SCIENCES - Lynchburg, VA August 2010 to May 2014 Skills DATABASE (Less than 1 year), DATABASE MANAGEMENT (Less than 1 year), INFORMATION TECHNOLOGY PROJECT MANAGEMENT (4 years), NETWORK DESIGN (Less than 1 year), OPTIMIZATION (Less than 1 year) Additional Information Skills:      4+ years of experience in Information Technology Project Management/Coordination      Visual Basic Programming experience      SQL Database Management Studio experience      Aptana Studio and WordPress experience      Network Design experience

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