

Technical Project Manager Technical Project Manager Technical Project Manager Stafford, VA  
Authorized to work in the US for any employer Work Experience Technical Project Manager Special  
Olympics - Washington, DC March 2019 to Present For Special Olympics, INC, I oversaw and  
managed the development of an online Grants Management System. Managed Project budget  
Developed all project documentation; charter, master schedule, change management, all  
communications Liaison between all project stakeholders Documented all project requirements  
and obtained sign off from all parties Translated requirements into document for development  
team Oversaw UAT testing for all milestones and developed all testing instructions Developed  
roll-out plan for 280 programs across the globe Executive Assistant to CIO and IT Budget Officer  
Special Olympics - Washington, DC March 2018 to Present Extensive use of Outlook to manage  
CIO and S. VP's calendars Prepare and edit bi-weekly reports to the CEO on project statuses  
Perform confidential administrative duties Arrange and coordinate all IT team meetings using  
Outlook Take and disseminate meeting minutes Create and disseminate meeting agendas  
Use Concur to book all domestic and international travel for IT teams (12 employees and 10  
vendors) to all games and events Create and submit expense reports for CIO and S. VP  
Maintain IT Budget and reconcile purchases each month Submit vendor invoices to Accounts  
Receivable through Concur Create budget reports using excel Main Point of Contact for all  
vendors - write, submit and manage all contracts to Legal - follow federal procurement policies for  
purchases Membership Coordinator National Rehabilitation Association - Alexandria, VA January  
2017 to March 2018 Write and disseminate The Washington Wire- our advocacy newsletter  
Assist in the development of our yearly Government Affairs Summit and National Training  
Conference Reorganized iMIS database of 20,000+ members Maintain active records of 4000+  
members Manage all Association projects - 10 in total across multiple teams and vendors  
Extensive use of Excel and data analytics to generate monthly reports for 50 states and 18 divisions  
as well as yearly reports to board of directors Maintain calendar for Executive Director Manage 3  
staff members and delegate tasks as necessary Main POC for all vendors and technical  
assistance Maintain Association website Trained part time membership staff Jr. Project

Manager- Federal contract AUROTECH CORP January 2015 to April 2016 Maintained, organized and oversaw 85 projects across 5 teams Coordinated major Unified Communications VOIP roll-out project of 400 phones to entire IC as POC Managed 7 contract staff members and 10 federal staff members Extensive use of Excel for data tracking and reporting for Monthly and Quarterly reports Assisted in the creation of project plans and action item trackers (excel)for all Operational teams Extensive use of Outlook to arrange meetings (WebEx meetings) and set reminders Creation of SOPs Scheduling of travel, as necessary Monitoring of 'Service Now ticket' database for Quality Assurance Attended all Operational meetings to take minutes and transcribed into a template document to publish for team Assisted in the maintenance of OIT IT property and Mobile Phone activation and set-up Reorganization of office to improve work flow for staff Main POC for IT vendors Proposed, set-up and maintain LiquidPlanner, a project management software Trained new Project Manager - monthly meetings with COR - issue all contract addenda Executive Assistant and Asst. Event Coordinator MPE November 2013 to January 2015 EXECUTIVE ASSISTANT ROLES: Schedule meetings and take meeting minutes Answer vendor phone calls and respond to emails Utilize Microsoft Outlook to organize the President's schedule Organized vendor contracts and client information database (250 vendors and clients) ASSISTANT COORDINATOR ROLES: Organized travel for employees and clients Organized employees and volunteers on day of events (6 employees and 60 volunteers) Maintained the budget spreadsheets in Excel Handled disgruntled customers and vendors on event day Developed marketing strategies for events Wrote emails to clients and vendors Ensured completion of contracts and payments Developed and maintained event Facebook page Promoted the events on social media, radio, newspaper, etc.. Generated event wide emails for updates and contract information Administrative Assistant A Natural Approach to Wellness June 2007 to December 2010 Manage 5 physician's calendars Manage 200 client data files Coordinate travel, if necessary Ensure office ran smoothly Education Some college Skills EXCEL (10+ years), OUTLOOK (6 years), BUDGET (2 years), EVENT PLANNING (2 years), Concur (1 year), Quickbooks (4 years), Executive Administrative (5 years) Additional Information Skills Microsoft office suite (PowerPoint, Excel,

Word, Outlook, Publisher, SharePoint), MS Project 2013   Apple suite (Numbers, Pages, Keynote, iMovie, GarageBand)   Travel coordination, budget management, schedule management   Event planning and management   Service Now   Liquid Planner   Concur   Ultipro   Sunflower, iMIS, Salesforce   SmartSimple   Smartsheet   Project Management   Ability to work under pressure   Ability to complete tasks independently   Works well with team

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