

Project Manager Project Manager Project Manager - Northrop Grumman Corporation Richmond, VA
Authorized to work in the US for any employer Work Experience Project Manager Northrop
Grumman Corporation - Richmond, VA June 2017 to Present Security Clearance - Department of
Defense Interim Secret Security Clearance Lead Project Manager on VITA Program Closeout -
manage the closeout activities of the 13 year, 2.4 billion dollar VITA program with 500+ employees
Lead multiple projects of varying size and scope simultaneously Frequently present project
updates, issues and resolutions to Senior Management Manage relationships with all clients to
ensure project results meet or exceed expectations Assess project issues and develop resolutions
to meet productivity, quality and client- satisfaction goals and objectives in a timely manner
Successfully manage and control budgets Configuration Analyst Northrop Grumman Corporation -
Washington, DC June 2016 to June 2017 Assisted with the management of different engineering
assets and baselines through the full lifecycle of the engineering process Worked closely with
SharePoint and HR Connect applications to provide exceptional support to the customer on site
Analyzed different techniques to troubleshoot various difficulties within HR Connect and SharePoint
IT Intern Northrop Grumman Corporation - Richmond, VA May 2015 to August 2015 Worked on a
team to reevaluate and enhance the existing Networking schedule Managed and organized team
meetings for all intern projects Analyzed various business processes for re-engineering
opportunities Shadowed experienced staff members performing project work, break fix
troubleshooting and customer interaction Skills Summary Microsoft Project, Word, Excel,
PowerPoint, Outlook, Access, SharePoint, Visual Basic, SQL, Applications: VMWare Service
Manager, Photoshop Virtual Machines: Oracle VirtualBox (OpenSUSE), Microsoft Virtual PC
(PCLinuxOS), Microsoft Server 2008, Portable Applications, Bootable USB (Debian) Filtering &
Packet Analysis, TCP/IP-OSI Firewalls, Bandwidth Speed Test, Visual Trace Route, Networking:
WHOIS Lookup, Web Hosting Statistics, Online Virus Scan, Email Trace Honors Magna Cum
Laude - Graduation Honors, 2016 Education Bachelor of Science in Business Administration
Cormier Honors College at Longwood University - Farmville, VA May 2016

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