# Profile

Flexible, pro-active individual with proven expertise in program coordination and integration. Adept communicator, works well under pressure and can effectively handle difficult issues with a sense of urgency and responsiveness.

* Experience managing multiple projects in high-paced, dynamic environments.
* Record of success building strong working relationships with colleagues and clients. Demonstrated skills in developing and strengthening relationships to achieve organizational objectives.
* Recognized throughout career as a resource person, problem solver, and team player.

# Experience

## Joint Planning and Development Office (Federal Aviation Administration) May 2008 – Current

*Business & Management Analyst / Enterprise Integration Deputy Lead*

*Contract employee, Concept Solutions, LLC*

Provide on-site program management support to the NextGen Joint Planning and Development Office (JPDO). JPDO is a government/industry initiative involving seven federal agencies, as well as the private sector, in the effort to modernize the National Air Transportation System.

* Communicate JPDO policies and objectives to government and industry partners within the aviation community. Act as liaison between internal JPDO management and multiple external working groups; update working group members on JPDO objectives and activities and back-brief JPDO management on external activities.
* Analyze and synthesize information on policy issues for incorporation into White Papers and Reports. Develop, review and format JPDO Reports and external briefings. Developed Configuration Management procedures to ensure efficient and effective quality control of interagency documents and reports.
* Design templates and tools to support consistent project management methodology throughout the organization. Developed and now maintain a Microsoft SharePoint database to track and coordinate JPDO activities.
* Train new Enterprise Integration team members; work closely with staff to resolve potential problems and develop resolution strategies. Provide status updates and report to JPDO management on Enterprise Integration team activities.
* Develop and maintain project and program schedules using Microsoft Project: identify major milestones, track progress, identify potential shortfalls and implement mitigation strategies. Brief JPDO leadership on the status of tracked activities.
* Plan and facilitate decision-making sessions with senior leadership across partner agencies and departments. Provide meeting support to the JPDO Board and Senior Policy Committee, which include Cabinet-level members from multiple federal departments.

## Oregon Legislature 2007 Legislative Session

*Legislative Committee Staff*

Provided non-partisan research, legislative assistance and administrative support to House and Senate policy committees, specifically the House Committee on Government Accountability and Information Technology and the Joint Committee on Land Use Fairness.

* Acted as liaison between committees and the public. Responsible for communicating committee actions and legislative policy to members of the public; answered questions related to committee bills, explained legislative regulations and ensured that all committee information was made available to the public and lobbyists in accordance with legislative rules.
* Reviewed legislation under committee consideration; assisted in researching related policy and prepared written summaries of bills for House and Senate committee members.
* Managed the flow of bills through the committee process to ensure that legislation met House and Senate deadlines. Ensured that all committee records were filed according to legislative regulations and Oregon law.
* Provided meeting support to committees; scheduled meetings, coordinated logistics and prepared informational packets and read-ahead materials for committee members. Compiled meeting testimony and written correspondence from lobbyists, government officials and members of the public.

# Education

## University of Oregon

B.S. – Political Science

## 2002 – 2006

## Eugene, Oregon

# Skills & Professional Education

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| **Professional Education:**  *Microsoft SharePoint Administrator Training*   * Federal Aviation Administration Training Module   *Internal Auditing I*   * USA Graduate School (Expected completion date – November 2012) | **Skills:**  Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Visio), Microsoft Project, Lotus Notes, Filemaker Pro, Confluence Wiki software, Microsoft SharePoint, Knowledge Management and Organizational Development |

**- Excellent References Available Upon Request -**