**OBJECTIVE:** Utilize acquired professional experience and management skills in a Project Management position with

**PROFESSIONAL HIGHLIGHTS**

* Manager – Project Management, Northrop Grumman Technical Services
  + Utilizing the principles of change management, led team in development and implementation of new internal and external processes and procedures affecting:
    - Organizational communication channels
    - Software/hardware repair reporting and documentation procedures
    - IT infrastructure development
    - Supply processes
    - Changes to Technical Data
  + Strong ability to recognize the effects of change and mitigate resistance
  + Trained and experienced in quality evaluation, assessment and implementation
  + Proficient in identifying problems or trends, applying root cause analysis tools and techniques with effective problem solving skills
  + Rewards and recognizes subordinates for outstanding performance
  + Solid interpersonal skills, including conflict resolution for work with internal and external personnel (team player)
* Acting Manager, Logistics Planning, Northrop Grumman Technical Services
  + Gained General Working knowledge of the Project Management Body of Knowledge (PMBOK)
  + Directed team development of Logistic Support Plans for offer to potential customers
  + Provided technical assistance to existing customer personnel
  + Managed and controlled the asset position of customer inventories
  + Analyzed technical data and reports to determine spares and support equipment provisioning requirements
  + Reviewed site survey results and letters of offer and acceptance, and formulated specific recommendations for spare/repair parts and support equipment
  + Director of Statement of Work (SOW) development
  + Developed Basis of Estimates (BOE) in response to Request for Proposal (RFP)
  + Guided Proposal development
  + Played active role in contract negotiation
* Northrop Grumman, Technical Services Engineer
  + Lead team in deciphering engineering data and drawingsfor technical publication development
  + Coordinated schedules and activities with other departments
  + Primary liaison between Engineering and Publications team
* USAF Acquisitions and Testing; developed USAF CSAR tactics, techniques and procedures (TTPs)
  + Test Project Manager
  + Led team in Procurement and testing of Helicopter Armor System

**WORK HISTORY**

* Manager – Project Management, Northrop Grumman Technical Services May 12 to

Present

* Acting Manager, Logistics Planning, Northrop Grumman Technical Services May 11 to

May 12

* Northrop Grumman, Technical Services Engineer, Palmdale, CA Jun 10 to May 11
* Standards/ Evaluations Flight Engineer HH-60G Helicopter, 88 TES, Nellis AFB, NV Mar 06 to May 10
* Supervisor, Standards and Evaluations Office, 34 WPS, Nellis AFB, NV Mar 03 to Mar 06

**EDUCATION**

Pursuing **Bachelor of Science** in Aviation Business Administration with Minor in Management

Embry Riddle Aeronautical University

**PROFESSIONAL DEVELOPMENT**

* Northrop Grumman Management Courses
  + Managing change and uncertainty
  + Business Management Overview
  + Business Management for New Managers
  + Intro to Project Management
  + Project Management Fundamentals
  + Transitioning into Project Management role
  + Earned Value Management Concepts
  + Earned Value Management
* *DOD TOP SECRET, Issued September 08*
* Acquisitions 101 (Defense Acquisition University) Aug 07
* Intermediate Leadership/Management Training School (USAF NCO Academy), graduated top of class, received John Levitow award for leadership. Sep 04
* Basic Leadership/Management School (Airman Leadership School), graduated top of class, received John Levitow award for leadership. Aug 94
* Total Quality Awareness Course, Sep 91