

# Brittney Younger

## CONTACT DETAILS

Silver Spring, MD 20901

[byounger10@gmail.com](mailto:byounger10@gmail.com)

301-452-9186

## OVERVIEW

**Over 5 years of experience working in the IT contracting industry.** Currently, Brittney is supporting business development operations and opportunity pipeline improvement. Her experience includes developing data-driven visualizations for business case development/strategy as well as supporting intelligence collection and analysis.

## EDUCATION

**Master of Professional Studies, Information Visualization**, Maryland Institute College of Art, December 2014

**Bachelor of Science, International Business Studies, minors in Economics and Chinese**, University of Delaware, September 2010

## EXPERIENCE

### Exelis Inc.

**04/14 – Present**

#### *Business Development Operations Analyst II*

- Provides market research analysis and opportunity pipeline reports for weekly BD pipeline meetings.
- Works with capture managers to develop data driven visualizations for business case strategies, potential contract opportunities, and bids.
- Develops budget forecast reports, ad-hoc reports, and operational dashboards for capture management review.
- Coordinates company-wide CRM tool record updates and opportunity pipeline health reviews.

### KEYW Corporation

**10/12 – 04/14**

#### *Project Assistant III*

- Captured and developed requirements through in person interviews and process mapping sessions.
- Worked closely with SharePoint developers to define applications, tools, and sites to increase overall capability, scalability, and user friendliness.
- Developed user and process driven documentation for tool launches (i.e. Process Flow Charts, Wireframes, User Scenarios, User Acceptance Test (UAT) Plans, User/Admin Guides, and Tool Capability Briefs).
- Provided demos for site launches and updates.
- Provided On-the-Job Training (OJT) for new site users.

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## SKILLS

- Experience with Adobe Illustrator
- Proficient in Microsoft Office (Excel, Word, Publisher, Visio, PowerPoint)
- Proficient in Microsoft SharePoint (Site Maintenance and Development)
- Experience with TIBCO Spotfire
- Experience with HTML and CSS
- Experience with D3.js and R
- Experience with Google Charts
- Experience with Microsoft VBA

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## KEYW Corporation

10/12 – 04/14

### *Partners' Service Desk Queue Manager*

- Acted as a liaison between internal Project Management Offices (PMOs) and external partnering companies communicating information about teaming efforts, partner and contract updates, site access, and SharePoint site updates.
- Processed and managed new or existing user profiles, permissions, and site content for contract focused SharePoint sites.
- Developed and maintained the Partners' Service Desk documentation such as procedures, administrative guides, and process flow charts.
- Developed process recommendations and solutions for help desk functionality and service improvements.

## Poole and Associates, Inc. (a KEYW Corporation Company)

10/10 – 10/12

### *Business Development Associate*

- Researched, analyzed, and created business intelligence reports about upcoming IT focused technology and forecasted market opportunities.
- Researched and evaluated upcoming enterprise mobile applications for upper management to potentially use as a form of virtual meetings and communications.
- Assisted with proposal development and execution (i.e. partner mapping, customer analysis, document templates, compliance matrices, and color team reviews).
- Provided staffing related support such as resume builds and candidate interviews.
- Coordinated and managed the company's annual charity golf tournament.
- Developed an event budget baseline for future golf tournaments.

## University of Delaware

09/09 – 05/10

### *Lab Assistant/IT Help Desk Representative*

- Ensured everyday functions of the computer lab such as hardware and software installation and maintenance.
- Provided faculty members and students with technical assistance.
- Answered inquiries pertaining to specific programs and software offered by the University of Delaware.

## REFERENCES

Provide upon request.

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