

Brittney Younger

CONTACT DETAILS

Silver Spring, MD 20901

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 & opportunity pipeline improvement. Her experience includes developing data-drive visualizations for business case development/strategy, supporting intelligence collection & analysis.

EDUCATION

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

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

EXPERIENCE

Exelis Inc.

04/14 – Present

Business Development Operations Analyst II

- Provides data analysis & data mining for opportunity pipeline reports & budget forecasts.
- Coordinates company-wide CRM tool record updates & opportunity pipeline health reviews.
- Works with capture managers to develop data driven visualizations for business case strategies, potential contract opportunities, & bids.
- Developed a milestone scheduling dashboard using Excel macros & VBA.

KEYW Corporation

10/12 – 04/14

Project Assistant III

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

SKILLS

- Experience with Adobe Illustrator
- Proficient in Microsoft Office (Excel, Word, Publisher, Visio, PowerPoint)
- Proficient in Microsoft SharePoint (Site Maintenance & Development)
- Experience with TIBCO Spotfire
- Experience with HTML & CSS
- Experience with D3.js & 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) & external partnering companies communicating information about teaming efforts, partner & contract updates, site access, & SharePoint site updates.
- Processed & managed new or existing user profiles, permissions, & site content for contract focused SharePoint sites.
- Developed & maintained the Partners' Service Desk documentation such as procedures, administrative guides, & process flow charts.
- Developed process recommendations & solutions for help desk functionality & service improvements.

Poole & Associates, Inc. (a KEYW Corporation Company)

10/10 – 10/12

Business Development Associate

- Researched, analyzed, & created business intelligence reports about upcoming IT focused technology & forecasted market opportunities.
- Researched & evaluated upcoming enterprise mobile applications for upper management to potentially use as a form of virtual meetings & communications.
- Assisted with proposal development & execution (i.e. partner mapping, customer analysis, document templates, compliance matrices, & color team reviews).
- Provided staffing related support such as resume builds & candidate interviews.
- Coordinated & 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 & software installation & maintenance.
- Provided faculty members & students with technical assistance.
- Answered inquiries pertaining to specific programs & software offered by the University of Delaware.

REFERENCES

Provide upon request.

SKILLS

- Experience with Adobe Illustrator
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