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

EDUCATION

Masters 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

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

KEYW Corporation   10/12 – 04/14
Project Assistant III

o Captured and developed requirements for business cases, SharePoint site development, and tool updates through in person interviews and process mapping sessions.
o Worked closely with SharePoint developers to define applications, tools, and sites to increase overall capability, scalability, and user friendliness.
o 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).
o Provided demos for site launches and updates. Provided On-the-Job Training (OJT) for new site users.

SKILLS

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

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
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