**Mike Steele, PMP**

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**IT Project Lead/Systems Engineer**

**Business Systems Administration and Compliance/ Software Quality Assurance/ Systems Validation and Verification/Applying Project Management Methodologies for IT Projects/Training Material Development**

**Key Skills:** Serving asdedicated and creative collaborator between multiple departments in Fortune 500 environments. Unwavering determination to understand and solve technical issues. Displaying a professional and positive attitude in any situation. Superior communications skills, oral and written. Leading by example while inspiring others.

**Career History and Highlights**

6/2008 to Present - **Systems Engineer, Huntington Ingalls/Northrop Grumman** – Pascagoula, MS

* **Manage Requirements Gathering** – Write detail software requirements for shipbuilding materials resource planning (MRP) system (MARS). Negotiate requirements by serving as an intermediary between business departments such as production control, purchasing, planning, operations, and supply chain. Lead requirements meetings.
* **Systems Engineering for Shipbuilding** - Performed system interface verification for ships electrical systems in order to support Integrated Master Schedule (IMS) development. Input interface data and discrepancies into DOORS.
* **Project Task Lead** – Led project to gather and research ship controls/communication data for a white paper.
* **Conduct New Business Development** - Assist with writing BOEs (Basis of Estimate) and Task Assignment proposals.
* **Systems Engineering for Missile Defense Network** - Supported the communications component of the GMD (GFC/C) program by writing and reviewing technical documentation for communications node equipment (CNE). Technical documentation written includes trade studies, tech memos, test procedures, change requests and trouble reports.
* **CMMI Process Execution** - Successfully monitored schedule and coordinated core router upgrade Decision Analysis Resolution (DAR) efforts. Led DAR scoring methodology development and created charts for briefings.

1/2008 to 6/2008 – **Sr. Software** **Engineer, PPT Solutions** – Huntsville, AL

* **Utilized System Engineering Methodologies in a Software Development Environment** - Applied Independent Validation and Verification (IV&V) techniques to identify process improvements in the Rational Unified Process (RUP) Software Development Life Cycle (SDLC). Reviewed various Contract Data Requirements Lists (CDRLs).
* **Applied Project Management Activity Duration Estimating Process** - Used Team Software Process (TSP) tool to estimate task duration in order to provide earned value metrics.

7/2006 to 1/2008 – **Systems Compliance QA Engineer, Sanmina-SCI** – Huntsville, AL

* **Managed Business Systems Quality Assurance Project** - Created software testing policies, metrics reporting procedure, and change control audit procedure for a departmental software Quality Assurance project.
* **Managed Stakeholders** - Provided project updates during Project Management Office (PMO) status meetings and updated Project Management Life Cycle (PMLC) dashboard software. Gathered business requirements.
* **Managed Source Code Repository Conversion Project** - Project lead for conversion of all departmental source code from pre-existing CVS repository to new Subversion source code repository. Developed work instructions and training curriculum for new source code repository process, which included Visual Studio integration using TortoiseSVN.
* **Oversaw Business Systems SOX Compliance** - Coordinated between internal departments and external auditors to ensure IT General Controls (defined by the COBIT framework) were consistently met for EDI systems.
* **Configuration Management** **Leadership**- Served as Change Advisory Board (CAB) member for business applications.

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* **Training Material Development** - Developed training curriculum for internal controls monitoring. Developed training material by integrating Project Management Institute (PMI) guidelines into the existing PMO training material.
* **Supervision** - Supervised small team of compliance/testing coordinators.

8/1999 to 6/2006 – **Sr. Support Analyst, ADS LLC** – Huntsville, AL

* **Planned and Executed Data Center Projects** - Assisted with Data Center setup including creation of budget. Successfully implemented Data Center multi-tenant consolidation project that resulted in a significant reduction in monthly hosting costs. Configured server monitoring software to detect anomalies by creating flat files exported via SQL Server DTS using SQL scripts. Technical knowledge gained during Data Center administration includes knowledge of remote control software, basic Citrix administration, Windows 2000/2003 server administration, IIS, FTP, knowledge of network protocols/OSI model, knowledge of Cisco networking hardware, application monitoring, router log monitoring, basic Active Directory Services, HP ProLiant DL360/380 server configuration, data flow and network zone diagramming in Visio, cable labeling, and various backup/recovery methods using Veritas software.
* **Managed Environmental Engineering System Deployment Projects** - Managed environmental engineering web system deployment projects from beginning to end (requirements gathering to system delivery and training). Used project management processes in order to define time and cost estimates producing Microsoft Project Work Breakdown Structures (WBS). Worked with software development to diagram software system architecture while integrating Data Center security requirements. Performed system pre-deployment testing and post-deployment testing using Mercury Test Director. Used ESRI ArcInfo, Geomicro Altamap, and other GIS tools to configure shape files in order to deploy web system user interface maps. The ability to meet customer demands resulted in contract renewals and positive references that could be used for further business development.
* **Configuration Management Leadership** - Served as Data Center Change Control Board (CCB) leader.
* **Training Material Development and Stakeholder Management** - Developed training curriculum and traveled to customer sites to deliver classroom instruction while also capturing /resolving any post-deployment issues.
* **Supervision** - Supervised small IT consultant group.

4/1997 to 7/1999 – **Conversion Team Lead, CPSI** – Mobile, AL

* **Managed Hospital Systems Conversion Projects** - Converted client hospital accounting data over to CPSI business systems while applying quality control methods to ensure the balancing of AP, AR, payroll, fixed assets, and inventory.
* **Supervision** - Supervised part-time, full-time, and up to 30 temporary employees.

**Education, Training, and Military Service**

12/2005 - **East Carolina University - Master of Science/Industrial Technology – Digital Communications**

*East Carolina’s MSIT program is one of the nation’s top online programs which includes an innovative mix of technical and management classes focusing on the Information Technology industry.*

12/1996 - **University of West Florida – Bachelor of Science - Environmental Studies/Minor Geography**

01/2009 - **Project Management Professional (PMP) Certified**

*The PMP certification is an internationally recognized certification that attests the holder has an in-depth understanding of standardized project management methodologies.*

2009-2012 - **Northrop Grumman Training**

*Northrop Grumman is a Fortune 100 defense contractor with top notch training programs. As an employee at Northrop Grumman training courses attended include Six Sigma, Systems Engineering 101, and Intro to UNIX.*

1992-1998 - **Equipment Operator (Seabees) – U.S. Navy Reserves – Gulfport, MS**