

Wayne W. Grigsby

Technology & Data Analyst

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Washington DC



PROFESSIONAL PROFILE

Over the past seven years, I have successfully adapted to a growing and dynamic technology industry. My diverse background has given me the ability to understand the complexities of collecting and analyzing data, running a network, writing new policies, developing web-based solutions, and more. I thrive in high-pressure situations and relish the opportunity to learn, create, and grow. No matter what I choose to do, I will continue to bring the high level of enthusiasm, hard work, knowledge, and common sense I have come to be known for.

SKILLS

Attention to Detail
Strong Interpersonal Skills
Strong Communication Skills
Team Leadership
Project Planning
Agile Methodology
Process Improvement
Customer Service
Resource Management
Project Management
Data Collection
Quantitative Analysis
Qualitative Analysis
Creativity
Writing

EXPERIENCE

DATA ANALYST

Booz Allen Hamilton | Office of the Secretary of Defense | October 2017 - Present
Remote/Washington, DC

In my role as a data analyst, I have been tasked to collect and analyze DOD data center audit data. This data has been collected over the past four years and contains the bulk of what the DOD knows about each individual data center. The purpose of this research and analysis is to understand whether data centers are remaining in compliance. I have been tasked to develop a reusable method to house and analyze this data.

- Develop SQL databases to store data
- Discover most appropriate methods to crawl through and analyze data
- Develop a python script to gather, sort and analyze data
- Research new and innovative ways to make code more efficient and legible
- Test code to ensure outputs are accurate
- Identify key insights
- Develop graphics and present to leadership

INDEPENDENT TECHNOLOGY CONSULTANT

October 2016 - September 2017
Lyon, France

As an independent consultant, I developed scripts for INTERPOL Counterterrorism Analysts to more efficiently track and target terrorist travel patterns. This included training the analysts how to most effectively analyze and evaluate this data, while also presenting examples of how to graphically display the data. Working with VBA, Excel, and their data filing system, I was able to present multiple data visualization methods that are still in use today. I then provided INTERPOL officials with ideas to improve their utilization of existing technology while operating within the constraints of a limited budget. I also continued to assist US organizations with technology procurement decisions, while simultaneously developing a working web app (vwayne.co).

- Analyzed Interpol processes and provided recommendations for improvement
- Provided individual recommendations to Interpol staff members regarding the benefits of migrating away from antiquated technologies to modern solutions
- Repaired and deployed VBA scripts for Interpol General Secretariat (IPSG)
- Trained Interpol employees how to use new scripts and analyze data
- Developed Python scripts to manage financial transactions
- Utilized APIs to pull currency data and provide financial transactions an accurate conversion
- Developed Django website to house financial tracking app

EDUCATION

BACHELORS DEGREE
Political Science
Columbus State University

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TECHNICAL SKILLS

HTML & CSS

Python

Django

Heroku

Javascript

Postgresql

SQLite

MAC, Windows , LINUX

Microsoft SharePoint

SharePoint Designer

Adobe Photoshop

VSphere

PyCharm

GitHub

WordPress

EXPERIENCE continued

- Deployed Django apps on Heroku, and manage postgresql server
- Utilized Git to track the history of my code
- Redeveloped Python financial code to operate within the Django web framework
- Utilized bootstrap 3 and developed custom css to design Django website for desktop/mobile

TECHNOLOGY ANALYST

Booz Allen Hamilton | Office of the Secretary of Defense | June 2016 - October 2016
Washington, DC

Within the Office of the Secretary Defense, the Business Process Systems Review (BPSR) staff focused on efficiencies and new emerging technologies. As a Technology Analyst for the BPSR office, I focused my efforts on enabling the Department of Defense with data to enable effective decision making. Researching and analyzing costs, potential savings, and returns on investment were integral to providing the Government with viable solutions to their enterprise issues. Our findings were then used to understand the limits of our annual budget in contrast to existing costs, contracts, and the ROI of proposed technology procurements.

- Analyzed software capabilities and costs in parallel with allotted budget to provide leadership with viable solutions
- Served as a liaison between the Government, industry, and contract teams
- Engaged industry in an effort to discuss and deliver solutions to complex enterprise issues
- Collected and analyzed complex data from a multitude of sources
- Delivered data visualizations to leadership enabling effective decision making
- Managed software demos and analyzed data output with a focus on potential process impact
- Reviewed and edited new capability proposals, storyboards, and use cases to consolidate technological realities with expected outcomes
- Collaborated with industry experts to determine ways in which the Government could effectively utilize new emerging technologies
- Coordinated industry outreach efforts in support of DOD technology requirements
- Managed Senior Executive Service (SES) officials and provided task deliverable support to provide maximum efficiency and availability of BPSR leadership

TECHNOLOGY STRATEGIST

Booz Allen Hamilton | Joint Chiefs of Staff | August 2014 - June 2016
Washington, DC

As a member of the Information Management Division of the Joint Chiefs of Staff, I managed a multitude of technology, process improvement, and knowledge management projects. My mission was to enhance the use of collaborative tools and applications among Joint Staff members and partners. These efforts enabled the Joint Staff to efficiently communicate and collaborate with Combatant Commands and successfully execute the agenda of the Chairman of the Joint Chiefs of Staff.

- Translated complex technological concepts to the government client in an effort to spread information and knowledge
- Developed strategies for achieving information management, knowledge management, and information technology goals
- Performed analysis of IT programs, business processes, and technology policy
- Solely cleared a 3 year project backlog within 6 months
- Served as a liaison between technology teams, government personnel, and vendors
- Developed SharePoint solutions to enhance the availability and accountability of staff members and their data
- Provided recommendations, guidance, and counsel to leadership regarding technology concepts and policy to enhance decision making

CERTIFICATIONS & TRAINING

ITIL V3 Certification ISO

Introduction to Python

20000:1 Foundations CompTIA

A+ Certification

Administering SharePoint

Windows Server & AD

FSO Management

SharePoint Designer

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LANGUAGES

Spanish: Proficient
French: Proficient
German: Beginner

LINKS

vwayne.co
[Github](#)
[Linkedin](#)

EXPERIENCE continued

SYSTEMS ANALYST

Mymic LLC | Joint Chiefs of Staff | September 2013 - August 2014
Washington, DC

As an analyst for the Joint Staff IT Department, I worked closely with every office to ensure the usage and understanding of the Joint Staff's collaborative tools remained optimal. I led multiple efforts to enhance web sites and to develop SharePoint applications. I also worked with government clients to analyze existing processes in an effort to determine a more efficient way, utilizing technology, to enhance these processes.

- Provided technology, business process and knowledge management recommendations and support to the Joint Staff and its components
- Designed enterprise solutions that utilized authoritative data sources within the Joint Staff environment
- Designed and developed SharePoint solutions to meet the requirements of Joint Staff users
- Served as the sole point of contact for the Chairman of the Joint Chiefs of Staff's office in all Technology matters
- Designed and developed SharePoint solutions to meet the requirements of Joint Staff users
- Utilized HTML, CSS, and JAVASCRIPT to design and develop SharePoint sites

LEAD IT SPECIALIST

Knight Point Systems | October 2011 - September 2013
Reston, VA

As the sole IT resource in a newly-established IT department, I developed and managed all IT assets, processes, and company certifications for three rapidly growing companies (300+ employees). I significantly upgraded and advanced the technology and performance of the companies' IT systems while working within the constraints of a limited budget. Additionally, I successfully balanced the roles of systems/network administrator, security officer, help desk, and ISO 20000 quality manager.

- Developed methodologies on a situational basis to increase the performance and reliability of the network and system's infrastructure
- Successfully completed and passed 3 annual ISO 20000:1 audits
- Designed and developed a company service catalog to track all IT assets and associated documentation
- Developed and maintained change management, risk management, and content management policies
- Designed and developed a custom ticketing system within SharePoint to track all issues, risks, and changes
- Successfully completed 3 annual security audits to maintain the company's facility clearance
- Developed and implemented IT security practices and policies in the management and administration of the company infrastructure
- Administered networks, servers, and VOIP services
- Planned and led multiple software, hardware, and service provider upgrades/transitions