BRYAN G. MARTIN

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PMP (PROJECT MANAGEMENT PROFESSIONAL) |CSM (CERTIFIED SCRUM MASTER) | ITILV3(F)

Clearance Level: TOP SECRET

Solutions-focused and multi-faceted IT Certified Project Management Professional, Scrum Master, and IT Operations Manager with an exemplary track record of strategically focused experience in the design, implementation, and management of highly successful projects in the Cloud, and traditional methodology using tools such as MS Project, Jira, Service Now and other tools while managing Waterfall and Agile projects.

Proven leader and manager with a track record of success and innovation combined with the ability to coordinate and direct all phases of project-based efforts while hiring, managing, motivating, and guiding teams.

Project fiscal and budget management experience includes the efficient management of project finances and securing project funding.

Security audit experience as performing duties of Information Systems Security Officer (ISSO). Performed internal audits on system logs, e mail systems and ensured that server and workstation security features were enabled and functional. Scanned systems to identify potential problems as well as ensuring that there were no data leakages. Performed duties of Comsec Manager. Ensured the encryption and protection of all NSA encryption devices. Ensured that all types of security software are fully utilized and most up to date as possible to ensure that the Government systems were protected. (Both Classified and Unclassified computer networks).

Fully supported official change management practices. Participated as a voting member of the local change management boards as well as provided support to the DOD change management process while a new engineering review board, with a new process was implemented in the enterprise adding to the complexity of the change process.

Experience in the processing of system security requirements, and working with Information Assurance staff in the processing of ATO’s and conversion of the DIACAP to RMF process.

Hands-on experience leading all stages of system administration, and development efforts involving the installation and maintenance of telephone PBX, computers, secure communication, and radio systems.

Ability to lead and oversee logistics and processes in compliance with all regulations and laws, leveraging subject matter expertise to identify and source overseas and local project resources.

Demonstrated skill in forecasting, planning, and securing project resources, accounting for customs, shipping, cost, and the protection of procured items.

Experienced in providing high-level project oversight with responsibility for policy decision, scope definition, project leadership and direction, and resource optimization and allocation.

Exceptional communication skills with the ability to facilitate communication efforts across all levels of management, acting as escalation path in resolving key project issues.

Strong leadership and motivational skills with the proven ability to quickly build rapport, establish trust, train and motivate people of all levels to achieve their maximum potential.

PROJECT MANAGER, GENERAL DYNAMICS-IT (JAN19-PRESENT)

Managed projects for the Navy Criminal Investigation Service (NCIS) (Code 15 PMO) using direct reports, remote reports and matrixed mixture of engineers, IA staff, system integrators, developers, third party vendors, and other technical and operational staff. Used a mixture of Agile and Waterfall techniques to manage infrastructure refresh and software projects as Project Manager and Scrum Master. Tracked schedules and held staff accountable for schedule delays. Performed management staff briefings, and escalating when necessary to support the customer. Removed impediments as necessary to keep the Scrum team focused and driven.

SENIOR PROJECT MANAGER, GENERAL DYNAMICS-IT (JUN2017-NOV 2018)

Managed a team of engineers, created project schedules, created and tracked project artifacts and performed all other types of Project Management specific job tasks for multiple DOD customers while upgrading the National Capital Area network infrastructure. Managed projects using matrixed staff and third party vendors to execute projects. Track schedules and hold staff accountable for timelines and milestone commitments. Performed briefings for senior military and government civilian staff. Provided input on continual process improvement.

PROJECT MANAGER, SAIC (OCT 2016 JUN 2017)

Developed project schedules and all types of documentation to support the State Department project management team. Managed a matrixed team of engineers and third party contractors to execute and document projects while achieving milestones. Performed briefings for senior management at various stages in the project lifecycle. Coordinate with engineering and project staff throughout the lifecycle of the project. Submit and prepare all types of supporting documentation. Develop budget while building resource loaded schedules. Track schedules on a daily basis and make adjustments as necessary. Coordinate with operations as projects go live and transition to fully operational. Initiate and prepare all authority to operate (ATO) documents.

PROJECT MANAGER, WORLD IT SOLUTIONS (MAR 2016 OCT 2016)

Responsible for development of project scope definition, project plans and project artifacts. Provided team leadership for problem resolution by working with the stakeholders and escalation as necessary. Monitored schedule, cost versus project progress to proactively identify problems that could extend the schedule or pose a risk to the triple constraint. Took corrective action when necessary and adjusted scope, schedule or cost variances to execute the project. Used a mixture of Waterfall and Agile project delivery methods serving as Project Manager and Scrum Master. Served as central point of contact to the project owner and other stakeholders by performing project meetings. Delivered project artifacts in draft and final form to the customer Share point portal. Provided input on the performance of team members.

SUMMARY OF U.S. DEPARTMENT OF STATE | OCTOBER 1998 OCTOBER 2015

Accountability and responsibility for the management and oversight of Embassy Communications Center operations and staff, leading support teams as the focal and primary point of contact for all electronic communications within the Embassy’s computer, radio, telephone systems using direct reports, matrixed engineers and third party vendors. Drafted SOWs for third party vendors to support projects and infrastructure. Maintain Embassy and State Department telephone and computer network security and operability through the effective planning and execution of regular hardware and software telephone and computer upgrades. Managed Embassy Help Desk and provided full asset lifecycle management from inventory to destruction of vital IT assets. Attended training and became certified as a GTM/COR with the Department of State.

INFORMATION PROGRAM OFFICER (2013 - 2015)

Responsible for the management, oversight, and leadership of a culturally diversified staff of ten charged with the day-to-day operations, maintenance, and troubleshooting of classified network operations including radio maintenance, telephone PBX system operation and maintenance, mailroom, and switchboard departments. Additional responsibilities include communications security custodian and information systems security oversight.

INFORMATION PROGRAM OFFICER (2011 - 2013)

Responsible for the management, oversight, and leadership of a culturally diversified staff of ten charged with the day-to-day operations, maintenance, and troubleshooting of classified network operations including radio maintenance, telephone PBX system operation and maintenance, mailroom, and switchboard departments. Added responsibility for information security related to unclassified computer system operations.

OPERATIONS MANAGER, TECHNICAL SECURITY & SAFEGUARDS (2010-2011)

Led and managed a Federal and contractor staff of 21 within secure logistical facilities and laboratory environments with responsibility and accountability for the management, execution, and enforcement of day-to-day operational, National Security Agency, and Diplomatic Security standards and practices pertaining to the installation and inspection of tamper-proof security and safeguard measures within all classified computers and equipment used in all U.S. embassies worldwide

INFORMATION SYSTEMS OFFICER (2008-2010)

Supervised a local staff of four in performing day-to-day operation and maintenance of the unclassified computer system comprised of 250 workstations. Led and oversaw the planning, development, and execution of multiple upgrade projects including the upgrading and replacement of existing Motorola radio system with a Kenwood handheld radio system and the conversion of the classified system from standard personal computers to Citrix thin client units.

MESSAGING SYSTEMS OPERATIONS, PROGRAM MANAGER (2006-2008)

Provided Tier-3 helpdesk support for multiple proprietary computer programs, with responsibility for sustaining mission critical operations for messaging system operations and staff. Led and performed testing procedures for a new messaging system platform, working with program and project developers throughout the development phase to mitigate performance issues during project implementation and launch.

INFORMATION PROGRAMS OFFICER (2004-2006)

Mentored, supervised, and trained a staff of eight American and local technical personnel in the operation and maintenance of all classified computer systems, telephone PBX and mailroom functions. Technical project management responsibility for the planning and execution of the Mitel PBX system with a more advanced Nortel PBX system.

INFORMATION PROGRAMS SHIFT SUPERVISOR/INFORMATION PROGRAMS OFFICER (2001-2004)

Promoted to supervise and mentor a staff of 10 American and 15 local personnel in the operation and maintenance of computer systems and all ancillary Embassy IT products.

INFORMATION MANAGEMENT SPECIALIST (1998-2001)

Charged with the operation, maintenance, and support of all communications center equipment.

NETWORK CONTROLLER/MAINFRAME COMPUTER OPERATOR, S.W.I.F.T. 1995-1998

EDUCATION & PROFESSIONAL DEVELOPMENT STRAYER UNIVERSITY, Undergraduate Studies, Computer Science