

## OPERATIONS PROGRAM MANAGER

### Summary

Innovative Operations and Integrated Project Manager bringing 18 years of success and experience in managing various subcontractors, contracts, sub-tier vendors, and multi-million dollar purchase agreements.

As a team leader in the Aerospace industry and a leader by example, providing clear goals, expectations, short-term milestones, while instituting cost and schedule controls and establishing best practices will provide for on-time and under-budget deliverables.

### Highlights

- Global and strategic sourcing
- Budgeting and forecasting
- Customer relations specialist
- Multi-unit operations management
- Risk management
- Purchasing and procurement
- Vendor sourcing
- Vendor management
- Strategic planner
- Unsurpassed work ethic
- Results-oriented

### Accomplishments

- Supplier Management: Managed Com Dev (all divisions), SMT, Merrimac, FMC, EMS, Lucix, long term agreements and contract negotiations
- Introduced and created the FEP or Front End Process teams which integrates databases that are supplier "interactive" for multiple companies to track critical milestone completion and hardware delivery.
- This team is responsible for creating RFP letters, tracking program requirements, and providing documentation compliance Worked all areas of Procurement; Bus, Mechanisms, Facilities/IS, basic procurement
- Managed building reduction in Chapter 11 through the elimination of warehouse space, property leases, and negotiated new, cost effective leases better tailored for our future business plan.

### Experience

#### Operations Program Manager

January 2013 to Current Microsoft Corporation 1/4 Nashville , TN

- Program schedule and budget; working with company directorates of approximately 3,000 employees and 52 directorates to reassure all deliverables and independent projects are meeting schedules and budgets, while maintaining a high standard of integrity and quality
- Establish relationships internally to reinforce customer focus for a quality product while being schedule sensitive Responsible for Statement of Work deliverables, Program Milestones, Export Control TAA requirements and compliance throughout the company Responsible for on time satellite and on orbit delivery
- Integrated Project Plan (IPP) Manager using AMS software and Microsoft Project to manage multiple directorate schedules to encompass overall program cost and schedule

#### Deputy Program Manager

January 2009 to January 2013 Pae Government Services Inc 1/4 Batesville , SC

- Establish and develop a professional working relationship with the customer through proactive communications, customer focused based initiatives throughout the project / program, and to understand and translate the customer's immediate and long term goals back to the factory
- Program schedule and budget; working with company directorates of approximately 3,000 employees and 52 directorates to reassure all deliverables and independent projects are meeting schedules and budgets, while maintaining a high standard of integrity and quality
- Integrated Project Plan (IPP) Manager using AMS software and Microsoft Project to manage multiple directorate schedules to encompass overall program cost and schedule

#### Senior Flight Equipment Subcontract Manager

January 2003 to January 2009 Space Systems/Loral 1/4 City , STATE

- Manage long term purchase agreements (LTPA) for RF aerospace equipment, for both domestic and foreign suppliers
- Act as point of contact for and manager of all schedules, contract changes, inventory and technical issues
- Negotiated company's largest supplier contract of over \$250M LTPA over two years with estimated (13%) cost savings
- Managed schedule through weekly telecoms and factory and supplier visits
- Defined project deliverables and monitored status of tasks
- Drafted action plans and led meetings with department executives to review project status and proposed changes
- Delivered status reports to stakeholders for budgeting and planning purposes
- Collaborated with cross-functional teams to draft project schedules and plans
- Monitored costs, timescales and resources used to achieve a 15% reduction in OMUX and Switch projects
- Served as the single point of contact for project scheduling and changes
- Updated and managed 5 different project databases

#### Operations Section Manager

January 2000 to January 2003 Space Systems/Loral 1/4 City , STATE

- Managed all operation support functions for satellite manufacturing facility including flight part distribution, production planning, tool crib operations, assembly floor maintenance, spacecraft shipments, and equipment maintenance
- Managed all operation support functions within the directorate which include flight part distribution, production planning, tool crib operations, assembly floor maintenance, and support equipment maintenance
- Managed all off-site shipments of spacecraft and equipment within the United States and overseas by truck and aircraft
- Act as liaison between contract transportation agency and company
- Managed all budgets, capital expenses, manpower reports, and petty cash system relating to operations support within the directorate
- Budgets include direct and indirect charges

#### Off Site Shipping Coordinator

January 1999 to January 2000 Space Systems/Loral 1/4 City , STATE

- Coordinated all off-site shipments of spacecraft and equipment within the United States and overseas by truck and aircraft.

#### Mechanical Ground Support Technician

January 1996 to January 1999 Space Systems/Loral 1/4 City , STATE

- Wrote work instructions, shop orders, and acted as a Quality Delegate for all tests performed on Mechanical Ground Support Equipment (MGSE)
- Performed hands on testing, assembly, and trouble shooting of all MGSE for the assembly, integration, and test directorate

#### Education

Associate of Arts : Business Del Mar High School DeAnza College 1/4 City , State , US

#### Skills

- Proficient in:
- Advance Management Systems (AMS)
- Microsoft Project
- Microsoft, Excel, and PowerPoint