RELEASE PROJECT MANAGER
Security Clearance

Secret Clearance with Counter Intelligence Polygraph

Summary

Experienced Project Manager and Release Manager, effective in leading and directing software development applications and infrastructure projects from inception to launch. High-achieving managment professional possessing excellent communication, organizational and anlytical capabilities; with more than 12+ years of progressive management experience and repeated success in developing project initiatives, directing project plans and achieving revenue performance targets. A results-driven PM who devises innovative solutions to resolve business and technology challenges.

Skills

MS Office, MS Project, Front Page, ALM QC, JIRA, Confluence, Icescrum, Perl, Methodologies: Waterfall, Agile, Scrum Industries: Software Manufacturing

Experience
Release Project Manager
February 2016 to Current Hogwarth Worldwide ï¼ California , MD

- Supporting the DCMA (Defense Contract Management Agency); I am responsible for the overall coordination and the managing of the release during deployment into production.
- This includes the compilation, assembly and delivery of source code into finished products or other software components for IWMS (Integrated Workload Management System).
- Responsibilities also include creating and applying a version-numbering scheme into software, tracking that number back to the specific source files to which it applies.
- Serves as Point of Contact for all scheduling, planning and dependencies to the pre-production deployment plan and schedule.
- Work with Requirements Coordinator and Program Manager, incorporating defined increments, capabilities and epics into the release plan.
- Ensures that the dependencies are solved according to the schedule of their release.
- Verify capture of customer acceptance/signoff on deliverables.
- Collaboration of agile and lean approaches and incorporating development and operations during the lifecyle.
- Review artifacts with Configuration Manager and Test Coordinator to ensure that production readiness and quality of IWMS are maintained for all releases going from development to production.
- Review reports from Configuration Manger to ensure that the development environments and Integrated Development Environment are properly synchronized and providing a stable framework for development, deployment, audit and accountability for software components.
- Identify opportunities to make tactical improvements to the release management process while continuing to drive to an Agile deployment model, with Continuous Integration to provide automated deployment and versioning and Test Driven Development.
- Document and communicates all changes for a release in release notes that are published to both the internal team and the client.
- Work with configuration manager and integration team to control all releases going from development to production, ensuring that production readiness and quality to IWMS are maintained.
- Review Configuration Management report to validate that source, tools, environment and other components that make up a particular release are checked in and approved for release.
- Create release management standards.
- Educates external vendors on the release methodology and strategy.
- Collect feedback from the users of release management standards and identify the need to modify or retire a standard based on feedback.
- Support deployment by monitoring each phase of the release, coordinates validation of the release with the Test Coordinator as it progresses through various milestones and test phases, alerts appropriate stakeholders of errors or issues that need to be addressed.
- Participated in aiding Discover Tech with RFP submission by working with a team to create a solution to perform the work that achieves the customer's objectives while building a thorough, competitive assessment to base our win strategy.

Sr. Project Manager
September 2014 to January 2016 Blackbaud ï¼ San Francisco , CA

- Working as a Sr Project Manager within AT&T's Business, Network and Corporate Solutions IT (BNCS-IT) Centralized Project Management Team (BNSCPMT)
- Responsible for developing a plan for the project and creating a schedule for its release.
- Manage project schedules, budgets, assets, requirements and testing.
- Set dates for product testing, beta release, final release and other important project milestones well ahead of time, and then guide the team to meet those goals.
- Manage the project staff according to the organizational policies and practices and ensures all project personnel understand the scope and objectives of the project.
- Monitor the progress of the project, make any necessary adjustments and review the quality of the completed work on a regular basis.
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels.
- Track project performance, specifically to analyze the successful completion of short- and long-term goals.

- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Develop comprehensive project plans to be shared with clients as well as other staff members.
- Develop testing standards, create and document procedures and managed testing aspects for all BNSCPMT AT&T IT Projects.
- Review and manage UAT (User Acceptance Test) test objectives and scenario creation to ensure alignment with business and system requirements.
- Manage and coordinate Integrated System Test, End to End Test, Performance Testing and User Acceptance Testing.
- Monitor and Coordinate all issues and defects and work with appropriate teams for defect mitigation and resolution.
- Work with AT&T Testing tools to monitor system performance by gathering relevant data and producing statistical reports.

Project Manager/Sr Release Manager
July 2010 to September 2014 Newbrook Solutions, Inc ¼ City , STATE

- Within the IT PMO (Information Technology, Program Management Office) led the development of software development applications using a secure cloud-based data store within the Defense Intelligence Agency's cloud environment.
- Instrumental in developing PIP (Project Improvement) initiatives, one of which saved the government over $1.2 million dollars a year.
- Provided a comprehensive range of IT project and program management capabilities using project management processes.
- Managed schedules, budgets, assets, and overall project organization to ensure requirements and project deliverable dates were clearly communicated, understood, executed upon, and met.
- Planned and prioritized all deliverables and resources working across project(s) based on scope of work and project goals.
- Monitored project risks and scope creep to foresee/identify potential issues and proactively identify solutions to address them in advance.
- Managed client expectations, ensured delivery of the highest quality service, and solicited and acted on client feedback.
- Monitored day-to-day activities of the project team and ensured work progressed as planned.
- Communicated and documented project status and strategic recommendations to clients, and senior management on a regular basis; escalated issues accordingly via the appropriate channels.
- Managed UAT (User Acceptance Testing) with clients prior to deployment.
- Worked to devise and establish the organizations quality procedures, standards and specifications.
- Develop and monitor continuous improvement processes, aiming to reduce the number of defects and improve levels of quality.
- Responded to ad hoc request in a timely fashion in support of mission critical tasks.
- Instrumental in writing SLA (Service Level Agreement) between DIA and other agencies.
- Supported Newbrook Solutions with capture management activities by assisting the company to win additional business.
- Assisted with writing up SOW's (Statement of Work) for various positions at Newbrook; detailing what work is required, the duration of the work involved, what the deliverables are, and what is acceptable; which accompanied the request for proposal (RFP) Request for Proposal.
- Developed working knowledge of Agile tools: JIRA, Confluence, and Icescrum.
- Participated in and led SCRUM sessions with the project development team.
- Incorporated the practice of DevOps by working with the operations and development teams together throughout the lifecycle of the project from development to production.
- Worked closely with various vendors to initiate and support new business development.
- Managed and Spearhead all Release Management activities and processes.
- Maintained ownership of the Release Management lifecycle which includes scheduling, coordinating and managing releases across the enterprise for multiple applications.
- Perform routine project activities required to manage release by test production and environments.
- Ensure coordination of build and test teams so that policies and procedures were followed.
- Search and report product release dependencies throughout projects.
- Help cross-program planning to oversee dependencies and solve conflicts.
- Conduct and influence actively program development, management, testing along with operations on release and development processes.
- Responsible for implementing and managing release processes for the progression of code in the development, test, and production environments.

Project Manager/Sr Systems Engineer
May 2002 to July 2010 Raytheon Systems Company ¼ City , STATE

- Worked as the Interim Chief for the Systems Engineering and Integration Division between 2006 to 2008, that led the implementation of geospatial tools/applications supporting national security initiatives.
- While working as Interim Chief, managed all project/program managers and their specif projects, which inlcuded Division and Enterprise projects developing new capabilites and enhancing legacy systems.
- Worked as Systems Engineering and Integration (SEI) Project Lead for overseeing systems from its initiation phase through to production.
- Initiated, led, planned, implemented, and coordinated activities of single or multiple technical projects of various sizes and complexities.
- Completed requirements analysis, assessed impacts, and integrated projects into an operational baseline.
- Responsible for project planning, scheduling, risk assessment, resource management, and quality management.
- Managed Software Application and Infrastructure related projects.
- Oversaw the purchase, delivery and installation of hardware, including managing the installation of cabling and determining the necessities for heating and cooling of data center floor.
- Served as member of the Test Resource Forum (TRF), which met to address any testing conflicts among various enterprise wide segments.
- Formulated presentations and briefings and clearly provided project status to all levels of the organization.
- Used independent decision-making skills with regards to commitment of project resources, planning, implementation, and progress of

projects.

- Oversaw Quality Assurance of various systems and participated in Regression Testing and User Acceptance Testing.
- Provided use cases and constructed straw man schedules for projects.
- Worked with the Test Team to conduct various levels of application testing prior to deployment.
- Formulated Rough Order Magnitude estimates (ROMs), Basis of Estimates (BOEs) and Cost Proposals for new projects.

Education and Training

Masters of Science : Management Information Systems , May 1999 University of Maryland, University College ï¼ City , State Management Information Systems

Bachelors, Business Administration (Princess Anne, MD), : May 1987 University of Maryland Eastern Shore

High School Diploma