Michael T. Pelletiere

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SKILLS AND EXPERTISE

Technical Depth: Experience in cloud infrastructure deployment and administration (Microsoft Azure Virtual Machines and Microsoft Entra ID), Windows Server administration (Active Directory and Domain Services, DNS, DHCP), Git technology (GitHub and Visual Studio Code), Azure Services and Systems (Container Instances, Azure VMs, Azure DNS, Azure AD), and containers (Azure Container Instances and Azure Kubernetes Services). 250+ hours working in real-world environments.

Programming & Scripting Languages: PowerShell, JavaScript, HTML, CSS, Linux

Strengths: Growth Mindset, Lifelong Learner, Collaboration and Contribution, Design Thinking, Problem Solving, Effective Communication, Troubleshooting, Cross-Functional Teamwork, Agile Methodologies, Program and Operations Management.

TS/SCI Security Clearance: Active Top Secret with Sensitive Compartmented Information security clearance with use in fast paced, high tempo, and confidential environments. Investigation in December 2022, active until May 2028.

PROJECTS

Professional Webpage: Utilized HTML, CSS, and JavaScript on GitHub to create a personalized webpage to showcase my skills, expertise, and accomplishments while demonstrating my ability to read and write code, leveraging open forums and AI.

Virtual Machine Networking: Operated Hyper-V to provision virtual machines, disks, and networks followed by configuring DHCP and DNS to establish seamless connectivity for four virtual machines to the domain on Windows Server 2016. Added DFS and BranchCache, forming shared folders across several servers and optimizing WAN bandwidth to improve access speed.

Active Directory Administration: Created new users and groups using Linux and PowerShell, automating tasks with CSV and JSON files, executing scripts that increased organizational productivity by reducing creation errors and building redundancy.

PROFESSIONAL EXPERIENCE

Student, Microsoft Software and Systems Academy, Remote   July 2024 – Present
- Engaged in a 17-week intensive technical training course by Microsoft, specializing in Server and Cloud Administration, to develop advanced skills in cloud and on-premises infrastructure management.
- Leveraged GitHub and Azure to design and implement a project management dashboard, enhancing collaboration and teamwork among classmates by streamlining project tracking and bug resolution.
- Built expertise in executing technical projects using agile methodologies and collaborative project management techniques, while gaining hands-on experience with the Scrum framework.

Program Manager, U.S. Army Special Operations Command, Colorado Springs, CO   October 2022 – June 2024
- Led the development and deployment of an innovative personnel management project. Enhanced personnel and operational accountability reporting by leveraging cross-functional teams and agile methodologies.
- Directed a 20-person cross-functional team supporting daily operations and personnel accountability for a 500-member Special Forces unit. Utilized Microsoft Power BI, Excel, and PowerPoint for tracking and briefings.
- Managed the creation and execution of vital readiness tasks, reporting directly to the unit commander. Delivered reports to the Headquarters Department of the Army and United States Special Operations Command.

Operations Supervisor, U.S. Army Forces Command, Fort Campbell, KY   July 2020 – September 2022
- Managed the unit's readiness reporting system for an 800-member organization, earning repeated commendations from the unit commander for quickly mastering the system and effectively briefing unit statuses to higher echelons.
- Led a team of 10 personnel to enhance equipment readiness and capabilities for large-scale combat operations. Developed 18-month operational forecasts and built strategic calendars to ensure mission success.
- Streamlined the unit commander's schedule by efficiently managing and deconflicting meetings, presentations, and briefs, resulting in increased productivity for both the commander and the entire unit.

Student, U.S. Army Training and Doctrine Command, Fort Leonard-Wood, MO   December 2019 – June 2020
- Coordinated supply logistics and food chain operations for a 50-person team, ensuring zero failed deliveries and the successful transportation of over $20M in government property across 10+ missions.
- Supervised initiatives to improve training efficiency, reducing training time and costs by 20%. This optimization provided personnel with additional time for personal and family needs.
- Facilitated seamless coordination and communication between military and civilian personnel, ensuring uninterrupted operations and the successful execution of key exercises at the host installation.

EDUCATION AND CERTIFICATIONS

Microsoft Certified: Azure Fundamentals – 2024

B.A. – International Affairs – 2019 – University of Colorado at Boulder