

**Michele Beasley, PMP**

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Citizenship: U.S.

Veterans' Preference: 5-points

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17624 Overlook Road

Dumfries, Virginia 22026

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**Work Experience****Configuration Manager**

Northrop Grumman Corporation

13825 Sunrise Valley Drive, #120

Herndon, Virginia 20171

**10/13 - Present**

S: Christy Circle, May contact

P: 703.735.2690

40 hrs/w, \$125,000/yr

Manage a small team of Configuration Management analysts, Technical Editors, and Quality Assurance personnel. Develop a Configuration Management Plan (CMP) and stood-up CM Program to support the EADIS contract. Manage product deliverable documentation, including communicating and monitoring task assignments. Setup, administer, and maintain team SharePoint site to house all deliverable documentation submitted to the Government for acceptance. Post documents, create and manage lists for tasking.

Conduct CM team meetings on a weekly basis (including creation and distribution of Agendas and Minutes. Create and maintain product deliverable item schedule in Microsoft Project.

Assign project resources to create contract deliverable items and work closely with project team members to ensure timely receipt of assigned tasks. Support request and problem management activities. Install and administer local Git repository for code management. Utilize Redmine tool to retrieve user stories for inclusion in Change Description Document and Version Description Document contract deliverables. Facilitate SPRINT planning and SPRINT demo meetings; attend daily SCRUM meeting; and participate in weekly Release Meetings. Provide meeting support for Technical Exchange Meetings.

**Configuration Manager**

ALTA IT Services

9210 Corporate Blvd., Suite 200

Rockville, Maryland 20850

**12/12 – 12/13**

S: William Psimas, May contact

P: 703.967.8059

40 hrs/w, \$150,000/yr

Plan and execute software configuration management activities which entail facilitating weekly Technical Working Group meetings to discuss Discrepancy Report, Change Request, Level of Effort, and software release assignment. Conduct Quality Assurance meetings to ensure timely delivery of high quality products. Interact with key stakeholders to address questions or resolve issues related to defects, change requests, use cases, software releases and other work products. Label and log all software media prior to distribution to Government or Contractor personnel. Work closely with project team members on a daily basis to provide Configuration Management guidance or assistance. Perform release management tasks to ensure new software products satisfy all DIA Automated Service Delivery System (ASDS) gate parameters prior to customer submission. Create and distribute Agendas, Meeting Minutes, and Actions for configuration status accounting. Develop and maintain a project Configuration Management

Plan. Administer CM tool to support configuration planning, configuration identification, configuration control, status accounting, and configuration audit activities. Participate in Technical Exchange Meetings. Perform gate keeper responsibilities which involve tracking, receiving, reviewing, and controlling all designated product and project deliverable items. Assist in providing controlled software builds/releases and troubleshoot build-related issues

Review and provide input to System Security Plans, Milestone C documentation, System Control Traceability Matrix, System Administration Guide, Project Management Plan, Change Description Document, Software Version Description Document, and other project documentation. Receive functional requirements from the Software Development Project Manager to incorporate into a Functional Requirement Document

### **Senior Project Officer**

Advanced Management Strategies Group  
3800 Fettler Park Dr  
Dumfries, Virginia 22025

**05/11 – 12/12**

S: Jim O'Farrell, May contact  
P: 202.248.5042  
40 hrs/w, \$100,000/yr

Executed tasks in the functional areas of Configuration Management planning, Configuration Identification, Configuration Status Accounting, Configuration Audits, Change Management, Metrics, and Baseline Management. Continuously communicate with Government Platform Configuration Managers, Original Equipment Manufacturer and Platform Contractors in support of Mine Resistant Ambush Protected (MRAP) vehicle procurement and sustainment. Provided timely and accurate configuration data to project team members. Actively participated in Platform Configuration Control Board and Government CCBs to support Engineering Change Proposal disposition. Interact with Logistics, Project Officers, Contracts, Systems Engineers, and Project Analysts to coordinate product and project information. Utilized Multi-User ECP Automated Review System, Wind-chill, and SharePoint repositories to manage configuration items. Assist Government leadership in the development of acquisition documentation, program schedules, technical reports and briefings.

### **Configuration Management Manager**

Science Applications International Corporation  
14668 Lee Road  
Chantilly, Virginia 20151

**06/10 – 05/11**

S: Todd Robinson, May contact  
P: 703.253.8846  
40 hrs/w, \$127,000/yr

Responsible for setting up a Configuration Management Program to support a Software Sustainment Facility in which Developers fix bugs and/or enhancements. Worked closely with an integrated team comprised of System Engineers, Software Engineers, and Testers to implement IBM Rational ClearCase and ClearQuest as the project Configuration Management (CM) Tool for handling Engineering Change Proposal, Change Requests, and Discrepancy Reports. Serve as the Acting Quality Assurance Manager, responsible for creating processes, procedures, and policies that enable the Distributed Common Ground System –ARMY Sustainment Intelligence Surveillance and Reconnaissance (ISR) Project to attain Capability Maturity Model Implementation-Dev (CMMI) Level 3 Certification. Utilized appropriate CM standards such as IEEE Standard 828 for Software Configuration Management Plans, EIA-649-A National Consensus Standard for Configuration Management and Military Handbook 61-A (SE)

Configuration Management Guidance as reference documents to create a tailored Configuration Management Plan (CMP) for the DCGS-A Sustainment ISR project. Also, wrote a Configuration Management Charter and CM Standard Operating Procedures document to support project CM activities. Continuously communicate with all levels of Contractors, Government, Vendors and Military personnel to coordinate work activities and solve problems. Responsible for shipping/receiving tasks which include receipt, catalogue, track, inspect, report, distribute and manage all Government Furnished Equipment in accordance to the Federal Acquisition Regulation. Design and implemented a Physical CM Library to handle storing and managing media, books, software licenses, and hardware and software configuration items. Perform baseline management activities for multiple fielded baselines. Other general management duties include, writing Configuration Management white papers in support of Business Development tasking, lead team meetings and team building sessions, evaluate CM tools, perform proposal writing activities, conduct candidate interviews, write job requisites, prepare and submit weekly performance reports, attend/participate in Government process improvement off sites (e.g. Standard CMMI Appraisal Method for Process Improvement, SCAMPI) and hold employee performance appraisal reviews. Manage a small staff of CM Analysts who ensure the integrity of software products via the functions of configuration management planning, configuration identification, configuration control, configuration status accounting and audits. Major accomplishment is standing up an effective Configuration Management Office and ensuring the CM staff is cross-trained in order to provide high performance and excellent internal and external customer service.

**Software Configuration Manager**

Performance Technology Group  
1615 Knecht Avenue  
Baltimore, MD 21201

**10/09 – 05/10**

S: Mark Wilkins, May contact  
P: 410.347.5200  
40 hrs/w, \$150,000/yr

Provided Configuration Management information and release to integration efforts. Planned, managed and controlled software releases using Rational ClearQuest. Monitored and controlled the baseline, made changes and improvements as necessary. Worked with software developers to execute build instructions to build the test and operational baselines. Delivered base-lined software to the integration, test and deployment teams. Notified the integration and test team when software versions are ready for testing. Maintained copies of current software baselines for development, integration and testing and deployments. Updated baseline copies as configuration changes are made in development and testing. Track, control and report status of all software and infrastructure changes to the Project Manager via weekly project Lessons Learned meetings. Maintained the software version description documents for all tested and formally delivered software. Maintained copies (hard/soft) of all delivered documentation. Receive, record, and maintain copies (hard/soft) of RFCs. Developed configuration management plan and implemented a Configuration Control Board and Engineering Review Board forum to review and adjudicate Request for Change, Discrepancy Report and Action Items. Supervised a CM Analyst responsible for CM tool administration and supported software build activities. Coordinated CM involvement in the Information Assurance Vulnerability Alert process.

Responsible for the management of all Configuration Control Board activities. Ensured the proper processing and tracking of change requests and action items for Engineering Review

Board disposition. Provide configuration management guidance in the areas of configuration identification, configuration control, status accounting, and auditing to software developers. Utilized Microsoft Office Suite software to perform Change Management tasks and responsibilities. Coordinated the procurement of office supplies with the deputy Program Manager and provided deliverable item acceptance status to the Program Manager. Wrote the National Tactical Exploitation (NTEX) Configuration Management Plan (CMP).

**Configuration Manager**

General Dynamics  
251 18Th Street Suite 1200  
Arlington, Virginia 22204

**09/02 - 09/04**

S: Gene Kasch, May contact  
P: 703.602.3777  
40 hrs/w, \$78,000/yr

Responsible for executing software build procedures to deliver software products to Integration and Test and Operations environments. Developed CM processes to track change requests; manage discrepancy reports, and action items in support of Engineering Review Board activities. Maintain close working relationships with the documentation manager and test engineer to coordinate baseline control activities and customer product deliverables. Provided configuration management guidance in the areas of configuration identification, configuration control, status accounting and auditing to internal and external customers. Utilized Microsoft Office Suite software to perform Change Management responsibilities and used Concurrent Versioning System as the version control tool to execute Software Configuration Management tasks. Provided effective CM support to the government Configuration Control Board. Maintained a close working relationship with helpdesk administrators to track, implement, and/or close approved change requests.

**Configuration Management Specialist**

Science Applications International Corporation  
8301 Greensboro Drive  
McLean, VA 22106

**09/98 - 09/02**

S: Chet Smith, May contact  
P: 703.676.7523  
40 hrs/w, \$77,000.00/yr

Co-team member responsible for establishing a new government Configuration Management forum, Consolidated Systems Engineering Review Board to support processing National Geospatial Agency Discrepancy Reports related to development, test, and operation. Participated in the review, assignment, prioritization, and work-off of discrepancy reports. Researched questions and solved problems associated with discrepancy reports. Worked closely with system integrators, system engineers, software developers, Integration and Test Facility personnel to collect and coordinate technical information and schedule delivery of software builds. Served as the CSERB Secretariat; composed agendas, meeting minutes and information packets; performed electronic distribution of items. Chaired CSERB meetings, and actively participate in Technical Exchange Meetings.

Performed configuration Status Accounting Group leadership duties and responsibilities for the National Imagery and Mapping Agency Newington Configuration Management Office (CMO). Support general Configuration Management office tasks including World Wide Web home page development, Request for Change distribution, baseline documentation and metrics development. Responsible to answer questions provide guidance, and solve problems; perform research and

modify RFCs. Prepare and disseminate agendas, recommendation messages, and meeting minutes to Government, Contractors, and Military customers. Served as the Secretariat and Chair for the Contractor Configuration Control Board (CCCB), Engineering Review Boards, and Technical Exchange Meeting.

**Help Desk, Technical Support**

Trident Data Systems  
10467 White Granite Drive, Suite 300  
Oakton, Virginia

**12/97 - 09/98**

S: Hill Bane  
P: 703.385.0700, May contact  
40 hrs/w, \$50,000.00/yr

Responded to help desk trouble calls by telephone and in person. Provided hardware configuration support and interacted with internal and external customers to resolve computer hardware and software problems.

**Research Analyst**

Hughes Aircraft Corporation  
12100 Sunset Hills Road  
Reston, Virginia

**01/97 - 12/97**

S: Denny May, May contact  
P: unknown  
40 hrs/w, \$40,000.00/yr

Performed database research and order imagery products using the Requirements Management System and the National Data System. Gained on-the-job training of the capabilities and limitations of national sensors to assist customers to locate and obtain National Imagery Resource Library products. Maintained close working relationships with the system administrator and image processing personnel to coordinate media conversion requirements. Analyze, prioritize, and delegate work assignments to six imagery analysts.

**Research Analyst**

Booz-Allen & Hamilton  
8283 Greensboro Drive  
McLean, VA 22106

**01/92 - 01/97**

S: Jean Dolan, deceased  
P: 703 902-3200  
40 hrs/w, \$37,000.00/yr

Managed the Imagery Analysis Division Document Control Center. Receive, identify, control, catalog, and distribute classified materials to a customer base of 50 people. Maintain the registry database to store all imagery artifacts and interface with Defense Courier Service (DEFCOS) and program couriers on pickup and retrieval of incoming and outgoing classified materials. Composed standard operating procedures for the document control center. Supervised one Document Control specialist.

Provided real-time mission critical support to a large user base on a heterogeneous computer network; maintained data that tracked service calls; and coordinated system repair items. Responsible to troubleshoot computer and network problems; resolved end-user system hardware and software configuration problems; assisted end-users in the proper use of network supported applications; and provided end-user training. Procured, tracked and coordinated over \$3 million of computer hardware and software. Compose contracting documents, briefings, and proposals. Placed vendor orders and delivered hardware and software products and generated a monthly

financial report. Played a key role in the production of major client deliverables and proposals. Scheduled and coordinated orientation and training courses for Project team members.

**Lead Clerk Typist, GS-5**

United States Criminal Investigation Division Command  
27130 Telegraph Road  
Quantico, Virginia 22134

**3/86 – 4/87**

S: Sue Smith, May contact  
P: 571.305.4009  
40 hrs/w, \$12,000.00/yr

Typed various reports and documents, answered telephone calls, and filed correspondence in support of the United States Criminal Investigation Division Command (USACIDC) Word Processing Center.

**Education**

Master of Business Administration  
Bachelor of Science in Management  
National Louis University, McLean, Virginia 22106

High school Diploma  
Phoenix Vocational Academic Center (PVAC), Phoenix, Arizona 85041

**Job-related Training, Awards, Certifications:**

ITIL v3 Foundation Certified (2009)  
Federal Contract Management Certificate (2010)  
PMI Project Management Professional Certified (2012)  
Computer Programming concepts (2013)  
VLAN and Switches (2013)  
Intro to JavaScript (2013)  
Intro to HTML5 (2013)  
Intro to CSS (2013)  
Security+ (2013)  
Microsoft Project (2013)  
TCP/IP (2013)  
Windows 7 configuration (2013)  
Networking Essentials (2013)  
CompTIA Network+ Certified (2013)  
Certified SCRUM Master (2014)  
Intro to Python (2014)  
Linux System Administration (2014)  
Certified SCRUM Product Owner (2015)

**Security Clearances:** Active Top Secret (TS) with Sensitive Compartmented Information (SCI) access (Sensitive Background Investigation (SBI):7/14; Counter Intelligence (CI) polygraph – granted on 3/12/08; Lifestyle with Full Scope Polygraph granted on 6/12

**Other Information**

I certify that I can type 50+ words per minute and that the information within this resume is accurate