

## Summary:

I am a tech-savvy, results-oriented, proven technical project manager, change agent, and customer advocate. Always working to improve communication, transparency and ultimately customer satisfaction, I offer a problem-solving first approach, while providing positive leadership and customer empowerment. I excel in an environment with diverse stakeholders, cutting-edge technology, and dynamic requirements.

## Experience:

### **American Institutes for Research Senior Technical Project Manager**

Washington, DC 20007  
August 2013-Present

- Requirement collection, analysis, design and development.
- Manage estimation and budget development processes.
- Perform project planning, tracking and status reporting.
- Interact with customers to gather requirements, troubleshoot issues and manage expectations.
- Introduced Scrum Agile product development practices.
- Integrated new project management software and trained technical project managers of other teams in its use.
- Matrix-manage multiple development teams consisting of contractors, permanently assigned developers and members of cross-functional teams.

### **State of Utah, Technology Services Supervisor, Software Development**

Salt Lake City, UT 84111  
April 2013 – August 2013

- Supervisor of the BLS Quarterly Census of Employment and Wage iQ and Expo Projects.
- Team Management including recruitment, mentoring, training, performance management and talent retention.
- Worked closely with BLS stakeholders and iQ team to define system requirements, establish project plans, negotiate contract deliverables, assist with implementation, determine infrastructure requirements, and meet project milestones.

### **Utah State Office of Education Technical Project Manager (Education Specialist)**

Salt Lake City, UT 84111  
April 2007 – April 2013

- Requirement collection, analysis, design and development.
- Managed estimation and budget development processes.
- Performed project planning, tracking and status reporting.
- Soup-to-nuts software development. Managed hardware including servers, firewalls and switches; operating systems, web and database server applications; and contributing to the development of Perl and JavaScript applications.
- Built a team of contracted engineers, local staff, and volunteers.

### **Utah State Office of Education Developer**

Salt Lake City, UT 84111  
April 2005 – April 2007

(IT Analyst II)

- Developed ad hoc reports for state senators and representatives.
- Developed No Child Left Behind reporting application "UPASS."
- Developed Assessment website.

**Independent Contractor**

**Developer and Owner**

- Designed and built n-tier web applications.
- Managed customer relationships.
- Managed sub-contractors.

Salt Lake City, UT 84117

May 1997 – April 2005

**Education:**

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University of Utah

Bachelors, English Literature

Salt Lake Community College

Associates, General Science

**Additional Skills:**

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**Project Management Software**

MS Project, Version One, FogBugz,  
Accompa, Pivotal Tracker

**Operating Systems**

Windows XP, 7, 8, etc.; Ubuntu, BSD, OS X.

**Computer Programming Languages**

C#, VB.net, PHP, Perl, JavaScript, Bash

**Databases**

MS SQL, Postgresql, MySQL