

PROFESSIONAL SUMMARY

Professional Project Management Specialist with experience working with teams to accomplish short and long-term project goals. Managed budgets and monitored project costs. Brings 15+ years of valuable expertise to forward company objectives

SKILLS

- Project Management
- Change Management
- Leadership
- Entrepreneurship
- Environmental Coordinator
- Building Facility Manager
- Program Leadership
- Performance Monitoring
- Team Leadership and Direction
- Life Cycle Management
- Cross-functional Team Builder
- Strategic Planning

WORK HISTORY

Jan 2023 - Present

Program Manager/Project Manager

UNITED STATES AIR FORCE – Hanscom
AFB, Bedford, MA, 01731
B2B Sa

- Managing and processing civilian and military personnel actions in Air Force personnel systems including Military Personnel Data System (MilPDS), Virtual Personnel Center (VPC), Personnel Records Display Application (PRADA), LeaveWeb and others related to personnel leave, performance reports, change of station assignments, temporary duty, awards and decorations.
- Maintain, assign responsibility and track suspense's for items such as project meetings, team meetings, test meetings, test plans, test reports, and status reports. Maintain organization charts, recall rosters, spreadsheets and other documentation.
- Assists with the preparation of agendas for meetings/conferences. Informs participants of subjects to be discussed, follows up on reports and studies required as a result of the meetings/conference, and advises the supervisor of their progress.
- Assists with the document tracking system and records management. Responsible for determining and incorporating all material into the official records and for developing, organizing, and maintaining the electronic folders and the reference material in these folders. Closely works with subject matter experts to stay up to date on issues to obtain accurate information for classifying and indexing records.
- Coordinate extensively with leadership, peers and external organizations in the performance of responsibilities. Maintain organization charts, recall rosters, spreadsheets and other documentation.
- Maintain Air Force SharePoint sites information.
- Review technical documentation distribution statements.

- Uses judgment in researching regulations and determining the relationship between guidelines and organizational efficiency and effectiveness.
- Plan, execute, and report on original or ongoing analyses, evaluations, or investigations with varied, complex features that require a fresh approach to resolve new problems.
- Maintain contact with other organizations, government agencies, managers, and contractors to exchange ideas and remain current on developments in area or field of responsibility.
- Participate with the primary staff of the serviced organization in developing and organizing policies and programs and other related concerns for program management.
- Writing and running automated reports from a variety of computerized systems.
- Managing day-to-day administrative functions of an organizational program; conducting reviews and analyzing program operations; advising and assisting management with Human Resources processes.

Aug 2019 – Jan 2023

Program Manager/Project Manager

UNITED STATES AIR FORCE - Burlington, VT

aS and/or Marketing Automation
life and annuity industry preferred; solid understanding of distribution, marketing, and operations required HRMS, Payroll, time & labor management

- Facilitates, organizes, and assigns roles for projects.
- Initiated, planned, monitored, controlled, and executed the Performance Optimization Project that led to the formation of the current program in place.
- Deliverables met the goals of objectives in place to include procurement, established guidelines and operating procedures.
- Gathered business requirements related to the transformation of Performance Optimization Project. Developed Charter and Scope for 2 projects. And developed a communications plan.
- Tracking work orders and assuring milestones were being met and responding to senior leadership inquiries as well as the dissemination and relaying of information to stakeholders.
- Routine daily accountability of team members, meetings to ensure all deliverables have been received, and problems or issues that need to be addressed are resolved.
- Developing guidance for the formal execution of the program once the project is completed.
- Ensuring all inquiries and work orders are resolved.
- Analyzing the efficacy and efficiency of the current assigned program within the organization and delivering participation rates to senior leadership.
- Delivering reports on KPI's for each stakeholder.

Aug 2019 - Current

Non-Commissioned Officer

UNITED STATES AIR FORCE - Burlington, VT

- Leads junior enlisted professionals in a cross-functioning environment.
- Fosters a work environment that contributes to progression, growth and a culture of dignity and respect amongst team members.

	<ul style="list-style-type: none">Maximizes performance and organization within my department.
Aug 2016 - May 2018 Graduate Research Assistant CLARKSON UNIVERSITY - Potsdam, NY	<ul style="list-style-type: none">Aided with research into Integrating Traditional and Emerging Perspective of Value, editing papers and articles for publication, grading simulation exercises and other operations management assignments.
Aug 2016 - May 2018 Graduate Business Association Head of Fundraising CLARKSON UNIVERSITY - Potsdam, NY	<ul style="list-style-type: none">Developed new insights into situations and applied innovative solutions to make organizational improvements.Integrates management and other stakeholder expectations into the delivery process of human resources services and products.
Aug 2011 - Aug 2017 Maintenance Project Coordinator UNITED STATES AIR FORCE - Burlington, VT	<ul style="list-style-type: none">Monitored and controlled maintenance projects on multimillion-dollar tactical aircraft.Inspected maintenance work orders to ensure milestones are projected accurately.Daily execution of assigned tasks from senior leadership, attending meetings, and maintaining a positive relationship with the stakeholders.Facilitated cross-departmental collaboration.
Aug 2015 - May 2017 Marketing Manager / Campaign Creator LUPUS FOUNDATION OF AMERICA - Waterbury, VT	<ul style="list-style-type: none">Developed plans and evaluation criteria that support the integration of workforce management issues into the organization's overall strategic planning process.

EDUCATION

Master of Business Administration CLARKSON UNIVERSITY - Potsdam, NY
<ul style="list-style-type: none">Concentrations: Project Management, Strategy, Change Management, Entrepreneurship, Leadership.Achievements: GBUS Merit Scholarship
Bachelor's Degree: Business Technology and Management VERMONT TECHNICAL COLLEGE - Williston, VT
<ul style="list-style-type: none">Achievements: Dean's List, Leadership Excellence Award, Air & Space Commendation Medal

CERTIFICATIONS

<ul style="list-style-type: none">Secret Security Clearance	<ul style="list-style-type: none">Security Forces Craftsman
---	---