

PROJECT MANAGEMENT / PROGRAM MANAGEMENT

20 + years of result-driven leadership in the planning, monitoring, and steering of mission-critical projects; vigilant monitoring, exhaustive analysis of project status, and honest/direct communications with all parties involved to move vital priorities forward toward success **project/program completion**. Highly successful in IT and military sector.

Career Highs: \$100M Budget Management ▶ \$10M Inventory Recovery ▶ \$45K Savings in Shipping.

AREAS OF EXPERTISE

Program/Project Management
 System Analysis
 Quality & Process Improvement
 Multi-million Dollar Budget Management
 Staff Training/Team Development
 Customer Service
 Best Practices Implementation
 Supply Chain & Vendor Management
 Communications and Information Technology
 TS/SCI/CI Poly Clearance

- **Full Lifecycle Project Manager** with a hands-on approach in project scope to ensure success by derailing delays, removing obstacles, and circumventing politics/red tape, reaching project goals and exceeding expectations.
 - **Exceptional Troubleshooting**, always thinking steps ahead of the rest and surveying for continued process improvement through deep-dive diagnosis and the methodology of integrating system analyses and management.
- Pillar of Support/ Team Leader for up to 50 employees** trusted by technical and business staff alike stemming from proven subject matter expertise, competence, hard work, and comprehensive education, and blending with relationship building and inclusive communication skills-giving rise to a shared vision.

PROFESSIONAL EXPERIENCE

UNIVERSITY OF VIRGINIA HEALTH SYSTEMS

PROJECT MANAGER – SENIOR LOGISTICIAN

2013 to Present

Prepared and delivered status reports in area such as metrics, staffing, statistics, resource tracking, issue and risk tracking with oversight of an \$87M dollar budget. In charge of new accounts, purchasing, supplies, and IT equipment inventory management.

- Established communication strategies in partnership with business and sponsors and effectively communicated project related information to team members, IT management, and customer throughout the project life cycle.
 - Developed and maintained project plans, status reports, risk and issue logs, budget, ongoing project forecast of resources and materials and other project related artifacts.
 - Managed vendor contracts and drove deliverables to meet target dates.
- Managed and negotiated project scope changes.
- Ensured customer leadership inclusion throughout the management of the project schedule and project decision making.
- Facilitated the definition of project scope, milestone, tasks, deliverables, and resource requirements.

OFFICE OF THE SECRETARY OF DEFENSE

Integrated Logistics Support Manager

2012 to 2013

(Property Book Officer, Readiness Management Division)

As ILS Manager oversaw the activities of over 50 systems engineers, software developers, trainers, and logisticians. Controlled and allocated an annual budget of over \$ 450M per year to develop, test, field, train, and sustain the Army's flagship military intelligence enterprise.

- Coached, mentored, motivated, and supervised project team members and other project managers.
- Managed vendor contracts and drove deliverables to meet target dates.
- Managed multiple projects including schedule development and management, stakeholder management, risk/issue management and budget management.

DEFENSE INTELLIGENCE AGENCY

PROJECT MANAGER

2009 TO 2012

\$250K in administrative expenses ► \$87 million dollar budget oversight

Led 30 members in the administration of all aspects of PASS Projects (Property Accountability Supply System) with oversight of an \$87M dollar budget. In charge of new accounts, purchasing, supplies, and IT equipment inventory management. Revamped staff training/development, best practices implementation, global communications, and system security. Rendered significant organizational cost savings through first-class project procurement management.

- Identified the need to replace current agency by closely monitoring an operating-system-conversion project. Invoked extensive experience working in the trenches as a project team member, detecting abnormalities in project progress. Discovered team members where allocating time on training agency staff instead of on project progress, which led to investigation and identification of disadvantages in current agency contract.
 - Confronted agency purchasing manager and learned contract did not guarantee specific deliverables; capitalized on a clause to terminate contract.
 - Sourced a new agency with more experience and lower fees; interviewed supplier management team to ensure a high-level of experience and successful on time project completion without jeopardizing quality. Folded incentive fees for completed work into new contract.
- Refocused organization, making quality, accountability, and best practices in program/project management a priority, recovering more than \$10M in lost equipment.
- Noted as a SME in property accounting requirements as outlined in DoD 5000.64, Defense Property Accountability, and DoD 7000.14, Financial Management Regulation, DIAI 4000.001, Property Accountability and Management, DIAM 25-3, Logistics Services Accounting for Lost, Damaged, and Destroyed Property.
- Succeeded in reducing expenses while concurrently improving productivity during a major company downsizing.

NORTHROP GRUMMAN MISSION SYSTEMS, INC.

US Army Product Development Intelligence Fusion, Ft. Belvoir, Virginia,

Integrated Logistics Support Manager

2004 to 2009

(Property Book Officer, Readiness Management Division)

Saved \$6.5M by returning 3,000 lines of inventory ► Achieved 98% reconciliation rate for customer-supply

Exemplary performance, overseeing the activities of over 50 systems engineers, software developers, trainers, and logisticians. Controlled and intelligently allocated an annual budget of over \$100M per year to develop, test, field, train, and sustain the Army's flagship military intelligence enterprise.

- Trusted advisor to CIOs in the strategic coordination of internal resources, cost control, and project management (scope, timeline, and milestone specifications).
- Played instrumental role in ensuring employees sustained employment by arranging the transfer and set up of computer equipment at remote offices and by sourcing government discounts for travel.
- Demonstrated first-rate logistics management, coordinating shipping and onsite training in Afghanistan relating to information technology for the US Army.

U.S. ARMY 101ST AIRBORNE DIVISION (AIR ASSAULT)

FT. CAMPBELL KY

Logistics Management Officer

1985 TO 2004

SENIOR LOGISTICS MANAGER AND ACCOUNTABLE OFFICER FOR THE U.S. ARMY LARGEST BRIGADE EQUIVALENT COUNTERINTELLIGENCE UNIT MAINTAINS ASSET VISIBILITY FOR OVER 75,000 PIECES OF PROPERTY VALUED AT OVER \$60 MILLION

- REALLOCATED A \$3.5B WAR RESERVE MATERIAL STOCKPILE/\$500M CONTRACTS ENABLING U.S ARMY OVERSEAS CONTINGENCIES.
- LED A \$3.5M PROJECT; UTILIZED LEAN TECHNIQUES TO DISTRIBUTE 5.9K PIECES OF PERSONNEL PROTECTIVE EQUIPMENT ACROSS SOUTH KOREA IN LESS THAN 90 DAYS.
- SYNCHRONIZED A \$26M DISTRIBUTION PROJECT; LED MULTI-MODAL SHIPMENT OF 117 VEHICLES ACROSS 3 CONTINENTS; 100% ON-TIME DELIVERY.

STRAYER UNIVERSITY: Master of Business Administration (12/2011) ► Master of Science in Information (12/2017) Technology Bachelor Business Administration, Management. (06/2005)

Master's prepared: Ready to define project scopes and take the lead on cutting-edge information technology projects: information technology solutions in alignment with organizational objectives.

CONTINUING EDUCATION & CERTIFICATIONS: Project Management Professional PMP Certification (expected completion date Dec 29, 2016)| Certificate, Department of Defense Financial Management Inventory and Accounting Reporting System| Leadership & Management Course, US Army Warrant Officer Academy| Logistics Management ▪ Logistical Information Systems ▪ Materials Control & Accounting Specialist

PRESENTATIONS: Presented the Capital Asset Financial Property Accountability Training (30 in attendance)

Technical Portfolio :	Microsoft office Project 2010 ► Microsoft Office, Word, Excel, Power Point and Outlook ► Windows, OS2 UNIX, Windows NT Server ► Standard Army Retail Supply System (SARSS) ► Unit Level Logistics Ground (ULLS-G) ► Standard Property Book System-Redesign (STAMIS) manage logistics, maintenance, and equipment ► Standard Army Financial Inventory, Accounting System (STARFIARS) ►
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