**Overview**

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| * Project Management Professional (PMP) * Certified Scrum Master (CSM) * ITIL 2011F Certified * Six Sigma Green Belt * AWS Certified Cloud Practitioner (CCP) | * 15+ years Project Management * 10+ years Business Analysis * 8+ years Agile/Scrum Experience * 6+ years Functional Management * 3+ years Program Management |

**Employment Experience**

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| **Cougaar Software Inc.** | **03/2020 – 12/2022** |
| **Agile Project Manager** | Merrifield, VA/Remote |

* Agile Coaching guiding standards, procedures, and reporting criteria in an R&D environment
* Acted as Scrum Master, Business Analyst and Product Owner as needed
* Lead administrator of Jira (Server), Confluence & Moodle
* Project Resource/Schedule/Risk Management & Roadmapping utilizing Jira BigPicture
* Supervisor to multiple reports
* Successfully drove to completion AI project that was behind schedule when taking lead
* Coached SME into Product Owner role tightening communication channels to/from Dev
* Management and oversight of technical aspects of Production AI Prototype development and maintenance, inclusive of AI Agent development and companion mobile application

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| **OST** | **12/2018 – 04/2019** |
| **Agile Project Manager** | Mclean, VA |

* Vendor Management for FAA in Agile setting utilizing Jira and Confluence
* Risk and Financial Management and Reporting utilizing Clarity
* Schedule Management utilizing MS Project Server
* Enterprise Projects Managed with cross-Enterprise interfaces inclusive of BI/Reporting (predominantly via Tableau)
* Oversaw the creation of a Change Request process, Iterative UAT process with dispersed teams, and tracking of progress in Story Points that map to original client requirements; translation of value completion to SDLC framework

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| **Oasis/MAR** | **9/2017 – 8/2018** |
| **Scrum Master/Business Analyst** | Washington, DC |

* Federal Client: Commodity Futures Trading Commission
* Continuous Integration/Delivery Process Management for portfolio of ~25 systems (using MS TFS/Azure DevOps); Systems comprised of .NET, Python, Java and other technologies; Inclusive of COTS/SaaS and custom-built systems
* Major efforts included upgrading SQL Server in preparation to take SQL Server and user applications to be placed on the AWS Public or Gov Cloud
* Acted as organizational Change Agent in transformation efforts towards Agile
* Employed DevOps procedures toward integration of new or updated features
* Two Workstreams utilizing TDD:
  + Tier 2/3 Support using Kanban;
  + New Planned Development run in 3-week Scrum sprints
* Conducted all Scrum ceremonies including daily stand-ups, planning, retrospectives
* Backlog Management:
  + Work Item (PBI) and Release (Feature) management
  + Epic management with Product Owners and Stakeholders
    - Onboarded with 3 POs, 800+ PBIs, and 0 Epics;
    - Formulated a Roadmap with the POs and stakeholders
    - Created Epics based on Roadmap objectives; refined backlog to manageable amount, removing many duplicate or done issues
  + User story creation, review or refinement
* Reporting and analysis of KPIs, both for internal and client consumption, including velocity and capacity, along with other metrics
* Authorship and maintenance of key project documentation, including SOPs

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| **SES** | **4/2016 – 8/2017** |
| **Technical Project Manager** | Greenbelt, MD |

* Technical PM supporting US Census Bureau (USCB) System Engineering and Integration (SEI); inclusive of Requirements Management
* TPM Lead for 13 COTS/SaaS Products and Support systems utilizing Jira for workflow management (with a focus on HIPAA and PII sensitivity and handling)
* Provided guidance on Agile/Scrum Release Planning for multiple project teams
* Review and refinement of complex diagrams including Technical architecture, Systems Topology and Interfaces, User Workflows and Data Flows; Topology included AWS Private and Gov platforms as well as on-premises Cloud solutions
* Represented Program Level interests in configuration and implementation of Cornerstone Learning Management System (LMS), inclusive of BI/Reporting
* Represented Program Level participation in Risk and Change Management
* Program level oversight of individual system teams to ensure release schedule dates, regardless of management methodology used (SAFe/Scrum, Waterfall, or O&M in a Kanban framework)
* Research specific System needs, Organizational data or Operational uses of Systems as needed for Census management, inclusive of business analysis support

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| **MRIS** | **5/2015 – 1/2016** |
| **Scrum Master** | Rockville, MD |

* Conducted all Scrum ceremonies including twice daily stand-ups to accommodate Globally distributed team
* Backlog Management and Epic/Release/User Story alignment with Product Owners utilizing VersionOne
* Coordinated Release Management with all stakeholders
* Pushed initial release of major product with coordinated global team
* Reporting and analysis of KPIs for internal consumption, including velocity and capacity
* Scrum Master for ongoing Salesforce initiative

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| **Independent Consultant** | **2/2014 – 4/2015** |
| **Proposal Support** | Reston, VA |

* Assisted with Federal Contract opportunity identification
* Supported SBIR submissions including pricing schedules

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| **Sabel Systems (Wedgewood Group)** | **1/2012 – 1/2014** |
| **Project Manager** | Crystal City, VA |

* Primary project POC, Blended Learning solution for DoD Foreign Military Sales
* Produced and delivered monthly status reports, inclusive of BI/Reporting for client reporting needs as to program saturation, participation, and effectiveness
* Developed repeatable processes and supporting documentation
* Built and managed back-dated Integrated Master Schedule per award year
* Performed needs analysis for DoD client with regard to multiple Implementing Agencies, U.S. State Department and Congress
* Deployed and maintained a SAAS LMS (Absorb) and companion website

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| **Information Experts, Inc.** | **11/2001 – 1/2012** |
| **Program Manager** | Reston, VA |

* Functional/Hiring Manager of the Web Application Dev Team in an Agency setting
  + ~ 6 FTEs at any given time under management plus contractors/partners
  + Coordinated with project managers in a matrixed environment
  + Oversaw the development of multiple web-based applications and training modules, inclusive of COTS/SaaS integrations or implementations
  + Oversaw 508 compliancy and SCORM conformancy, where applicable
  + Introduced user experience (UX) methodologies and practices
* Provided direction to Information Experts inclusive of:
  + Engineered standard application development processes using hybrid of Waterfall and Agile/Iterative methodologies
  + Co-Developed deployment processes including Infrastructure support, Documentation, and approval release gates for deployment packages
  + Implementing NetSuite ERP and assisting in setting up PMO
* Provided technical oversight to application development team across all web application projects including web-based training. Clients include:
  + Beth Israel Hospitals, Center of Medicare/Medicaid (CMS), Wolftrap Center for Education, Department of Education Financial Aid, EPA Office of Radiation
* Program/Contract Manager
  + For all contracts:
    - Produced and delivered monthly status reports
    - Scheduled and managed project related meetings as needed
    - Provided internal P&L and EVM statements; Managed Monthly AR & AP
    - Provided budget forecasts and actuals
  + OPM; providing O&M portfolio management and FISMA compliance reviews:
    - Contract value $2.4M/annually
    - Developed and managed annual budgets; CLINS and task orders
    - Managed 15 FTEs overseeing 12-15 systems at any given time
    - Developed and managed the Integrated Master Schedule
    - Provided Schedule variances for the Fed IT EVM dashboard (8.9 score out of 10)
  + GSA Online University
    - Vendor Management Learn.com (now Oracle); Management of coursework implementation
  + Sprint Telecom’s Electronic Subscriber Agreements (eSA)
    - Managed 7 years of rolling releases including deployment; all remote work
    - Scope and resource management; Task pricing and cost management
    - Served both Direct/InDirect Channels; impacted every Sprint retail customer
    - Serviced through Sprint IT with heavy involvement by Marketing and Legal
* Business Analysis and Requirements Management including the following clients:
  + HHS/CMS, Wolftrap Center for Education, PGA of North America, EPA, OPM
* Technical Solution Selection Advisor including the following clients:
  + PGA of North America, Terex, GenieLift
* LMS administration including the following clients;
  + Army (TRADOC) – Plateau, Social Security Administration – Plateau, PGA of North America – Element K, Brainware – Meridian, NIST – GeoLearn, Wolftrap Center for Education, Terex, GenieLift – Custom Built LMS, AKO – SABA
* Product/Service Manager for Web-based training framework and editorial review tool
  + Built initial versions of the framework and review tool; Architected second versions:
    - Transferring the framework from Flash/HTML to HTML/XML/JavaScript
    - Developing the review tool into an LCMS from ASP/VB to .NET/C#
  + Provided Tier 2 & 3 support for in-house LCMS
  + Support of pricing and service plans per implementation

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| **Digital Support Corporation** | **7/2001 – 11/2001** |
| **Independent Contractor** | Chantilly, VA |

* Supported Kaiser Permanente HIPAA Compliancy efforts
  + Business requirement analysis & Process design
  + SourceSafe Administrator

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| **Luminant Worldwide** | **2/2000 – 6/2001** |
| **Consultant** | Herndon, VA |

* Tech lead, development of enterprise level CMS (Interwoven Teamsite)
* Led solution/vendor selection for digital media
* Gathered requirements for, and designed, media delivery systems of Fortune 50 client web applications (RJR Tobacco)
* Assisted with consultation for IBM business services strategic sales efforts
* Development Lead for Atkins Nutritionals site redesign (including Microsoft Commerce Server CMS)

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| **DSTI** | **6/1999– 2/2000** |
| **Editor** | Rockville, MD |

* Managed Department of Education’s website
  + Managed updates for Four Offices within the Department & All Press Releases
  + CMS/TeamSite Administration Support
  + Graphic Design Support as needed