**XXXX XXXX**

XXXX, Upper Marlboro MD 20772

Home: XXX-XXXX-XXX XXX-XXXX-XXX - XXXX@XXXX.XXX

**Executive Profile**

Ambitious Cyber Security Project Manager who creates strategic alliances with organization leaders to effectively align with and support key business initiatives. Builds and retains high performance teams by hiring, developing and motivating skilled professionals.

**Skill Highlights**

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| * Project management * Leadership/communication skills * Business operations organization * Client account management * Human resources * Budgeting expertise * Negotiations expert * Vendor Negotiations * NIST, OMB | * Small business development * Records Management * Self-motivated * Quality Management * Recruitment * Training and Development * Strategic Planning * P&L Management * Communication Skills Written and Verbal |

**Core Accomplishments**

*Project Management:*

* Initiated various T&M and FFP IC Cyber contacts which resulted in over 1.2 million in additional revenue.
* Successfully lead proposal efforts resulting in over 40M in new contract wins
* Improved customer satisfaction ratings by 11% by implementing a new user-friendly FISMA interface incorporating TAF and e-Gov RPM tool.
* Managed complex BI/DW deployment programs, facilitating acquisition of business requirements.
* Prepared design specifications, developed reporting and analytics, tested and managed user adoption.

**Professional Experience**

**Cyber Security Program Manager**  
May 2009 to February 2012**SAIC** － Washington, VA

Managed a project budget of $8M.Defined project deliverables and monitored status of tasks.Drafted action plans and led meetings with department executives to review project status and proposed changes.Collaborated with cross-functional teams to draft project schedules and plans.Monitored costs, timescales and resources used to achieve strategic business goals.Developed new analytics tool to allow senior management to understand the impact of each project.Analyzed key metrics to measure product effectiveness.Led a cross-functional team of engineers, QAs and UX designers to develop features and fix product defects.Worked closely with QA to develop use cases, review test cases and track feature bugs.Leveraged in-depth understanding of end-to-end customer experience to identify pain points and latent customer needs.Managed the 25 person virtual IT team, allocating resources to ongoing projects and enforcing deadlines.Developed IT strategic vision and drove key departmental objectives.Tracked, updated and monitored all FISMA documentation for delivery to OMB. Manged entire departmental C&A and TAF compliance process. Conducted annual C&A reviews for all field sites throughout Treasury's network. Managed Department of Treasury and Department of Energy's Cyber Security Training program to include: Introduction to Information Security, Phishing, PKI, PII and Social Media Impacts on the Government.Created, updated and published The Department of Treasury's cyber policy documents (TDP 8501). Ensured that all cyber documents reflected guidance in line with NIST and OMB guidance. Conducted over 30 technical and non technical reviews to include: BlackBerry Enterprise Server (BES) Review; Wireless Scans; Vulnerability Assessments and Security Control Reviews. Managed records management efforts in accordance with National Archives and Records Administration (NARA). Ensured that local storage facilities adhered to strict compliance standards. Transported, tracked and monitored records as they were transported to remote government facility, Completed required paperwork to authorize the destruction of outdated agency documents

Developed and delivered all technical training materials.

**National Guard HR NCO**  
July 1999 to June 2009**Army National Guard** － Richmond, VA

Conducted reference and background checks on all job applicants.Analyzed employment-related data and prepared required reports.Developed creative recruiting strategies that met anticipated staffing needs.Developed reports on employee headcount, monthly HR reports and quarterly training reports.Researched and recommended new sources for candidate recruiting.Recruited for various positions across multiple sites in the Greater Richmond Virgina Area.Built social networks to find qualified candidates.Maintained an accurate candidate tracking system.Brainstormed ideas to create a program to attract highly sought-after job skills.Selected and interviewed candidates for all available positions.Managed communication regarding employee orientation and open enrollment for benefits.Resolved personnel issues regarding human resources matters needing clarification, submissions and corrections.

**IT Training Project Manager**  
June 2004 to May 2009**Innovative Training Solutions** － Washington, DC

Managed a project budget of $60M cumulative.Delivered status reports to stakeholders for budgeting and planning purposes.Monitored costs, timescales and resources used to achieve strategic business goals.Monitored team progress and enforced deadlines.Developed slideshows and other forms of media to present project progress to the executive team.Employed multiple feedback mechanisms and analysis to continuously improve the recruiting process.Conducted more than 75 interviews each year.Resolved customer complaints and concerns with strong verbal and negotiation skills.Built and maintained successful relationships with service providers, dealers and consumers.Trained new employees and explained protocols clearly and efficiently.Researched issues on various computer systems and databases to resolve complaints and answer inquiries.Prepared and presented technical proposals for clients.Troubleshooted and resolved Worked with clients to analyze computing and network needs and installed appropriate solutions within each organization's budget.Developed IT strategic vision and drove key departmental objectives.Developed application framework that served as the cornerstone for a highly successful thin-client web applications strategy.Developed web-site mock-ups for clients to ensure quality control and client satisfaction before project development phase.Investigated department processes and facilitated company becoming ISO9000-qualified.Developed and managed project plans while providing status updates to management.Used pipe and filter model to find bottlenecks and enable measurement of system resource usage and process behavior.Mapped industry standard design patterns to existing codebase to derive a component architecture model of the system.application issues escalated from customer support and other departments with a 100% success rate. Developed training modules for the Department of Defense, Department of Education, FBI and Timer Warner to include: Direct Instruction (DI), Train the Trainer (TTT) and Computer Based Training (CBT)

**High School Teacher**  
August 2002 to June 2004**Stafford County Public Schools** － Stafford, VA

Instructed through lectures, discussions and demonstrations in Business IT Education, English and Marketing.Assigned lessons and corrected homework.Employed BlackBoard assessment tools and strategies to improve instruction methods.Attended a variety of professional development workshops centered on learning goals, classroom management, student motivation and engaging learning activities.Facilitated activities that developed students' physical, emotional and social growth.Encouraged students to be understanding with others.Used the positive reinforcement method to redirect poor behavior.Conducted small group and individual classroom activities with students based on differentiated learning needs.Worked with an average of 30 students per class.Participated in ongoing staff training sessions.Taught lessons encompassing a range of skill-building activities for speaking, writing, reading and listening.Integrated technology as an instructional tool, including the Smartboard.Conducted small group and individual classroom activities based on differentiated learning needs.Observed and assessed student performance and kept thorough records of progress.Implemented a variety of teaching methods such as lectures, discussions and demonstrations.Set and communicated ground rules for the classroom based on respect and personal responsibility.Taught students to exercise problem solving methodology and techniques during tests.Taught students in various stages of cognitive, linguistic, social and emotional development.Strengthened parent-teacher and parent-child communication by holding regular parent-teacher conferences.Encouraged parents to take an active role in their child's education.

**Education**

**Bachelor of Science** : **IT Education**, 2002**Virgina State University**－ Petersburg, VA, USA

Graduated Summa Cum Laude

**Master of Science** : **MIS**, 2010**University of Phoenix** － Columbia, MD, USA

3.9 GPACoursework in Information Technology Management Graduated Summa Cum Laude

**Master of Arts** : **Education**, 2005**Old Dominion University**－ Hampton Beach, VA, USA

3.6 GPACoursework in Curriculum Design and Supervision

Graduated Summa Cum Laude