

## Candidate 3

This candidate is represented by Federal Concierge LLC. To view and interview this candidate, a finders fee contract must be ratified. Please contact Janelle B. Hill at 813-532-1972 or email [Jbb@federalconcierge.com](mailto:Jbb@federalconcierge.com)

### PROFESSIONAL SUMMARY

- Dynamic, resourceful professional with over 15 years experience in project management, strategic planning and cost analysis for both government and private sector organizations.
- Extremely dedicated consultant with a proven track record for generating successful results in the work place.
- Seeks an opportunity with a company that supports a creative work environment, encourages professional development and supports individual autonomy.

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### PROFESSIONAL EXPERIENCE

#### **Transportation Security Administration - Robbins-Gioia, LLC**

##### **Senior Consultant**

**September 2007- Present**

Responsible for supporting the Transportation Security Administration (TSA) Business Management Office Director and provided communication, financial, logistic, and planning support for the Office of Security Operations.

- Mentored client in methodology and consulting excellence and encouraged best practice in program management and project planning via Brown Bags and one on one interaction with client.
- Assists client to maintain continuous alignment of program scope with TSA strategic objectives, and makes recommendations to modify the program to enhance effectiveness towards strategic goals.
- Develop requirements documentation relevant to the acquisition processes.

##### **Senior Consultant**

**January 2007-September 2007**

Responsible for supporting the Transportation Security Administration's OCIO Director of IT Strategic, Capital Planning and Enterprise Program Management as well as the Director of Acquisition Program Management Support Division (APMSD).

- Led contractor team in the execution of program management processes and disciplines in the areas of: program schedule and quality management; communications management; human resource management; cost management; procurement management; risk management; change management. Ensured that the investment aligned with the Department's mission and strategic goals.
- Managed communications between CPIC customers (project teams) and stakeholders (Agency and Component level, CIO, CFO, Acquisitions, IT Security, Enterprise Architecture, Privacy and Records Management Offices)
- Worked on Office of Management and Budget (OMB) Federal Enterprise Architecture, E-Government Strategy, Exhibit 200s and 53s and Circular A-11 budget process and procurement policy.

#### **Transportation Security Administration - Robbins-Gioia, LLC**

##### **Senior Consultant**

**June 2006-January 2007**

Selected by CIO to provide ongoing strategic planning and project management support for the Hi-Speed Operational Connectivity (Hi-SOC) Category I and II airports, including tracking 92 airports' documents, performance and completion dates.

- Additional responsibilities included Quality Management and Database Development for the Hi-SOC Category I and II airports to track Statement of Work, Cost Proposal and technology operations.

#### **Department of Homeland Security - Robbins-Gioia, LLC**

**May 2005 to June 2006**

##### **Senior Consultant**

Responsible for managing and coordinating activities for the Office of Space and Naval Warfare Systems Center and supervised over 10 professional consultants in activities across all functional areas to ensure compliance and traceability to DHS. Additional responsibilities included implementing Risk Management for the Blue Force initiative, and providing the DHS with a weekly report of resources available to assist during a national natural disaster.

- Identified, quantified and responded to project risks including design, development and implementation of risk assessment and mitigation plans.
- Prepared cost benefit reports for disaster preparedness initiatives as needed.

- Maintained Planning and Scheduling for all efforts under the Space and Naval Warfare Systems Center. This included preparing Work Breakdown Structures, cost estimates and project metrics.
- Utilized critical path analysis, acceleration methodologies, risk assessments and other analyses executing the project management lifecycle.
- Maintained and published a Program Breakdown Structure that defines major outcomes and deliverables of all technology programs.

**Advanced Management Technology, Inc. – Arlington, VA**

**January 1997– May 2005**

**Program Management Analyst**

Coordinated LAAS Source Selection effort to determine the best prime contractor to develop a multimillion dollar hardware and software system to be used in the national airspace. This effort included finding proper facilities to meet government standards for sensitive materials, coordinating engineering and contracting staff to participate in source selection, providing inputs to program documentation, and ensuring the highest standards of customer service during a work intensive effort.

- Assisted the Program Management Lead in developing program schedule milestones for the customer and revising quarterly Program Management Reviews, the annual Program Execution Plan, and task order revisions.
- Prepared briefings using MS PowerPoint for variety of meetings including financial reviews, program management reviews, engineering meetings, and high-level status overviews to upper FAA management.
- Developed schedules using MS Project for weekly status meetings and maintains LAAS Master Integrated Program Schedule.
- Maintained an MS Excel spreadsheet to verify prime contractor invoices, to track labor hours, and to assess material costs against the contract.
- Managed quality control and administration of FAA LAAS Knowledge Management website, part of the FAA E-Gov initiative.
- Managed an administrative staff performing program management functions such as employee evaluations, delegating tasks, reviewing work, and handling personnel concerns.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

**Office Manager**

**January 1997- January 1998**

Coordinated, implemented, and supervised maintenance of office records, provided support to management by handling all routine and administrative duties and tracking information and organizing special projects.

- Reviewed and provided feedback for congressional legislation.
- Maintained database of travel and subcontractor budget information.
- Worked closely with President and CEO to support and respond to client requests.

**National Children’s Center – Washington, D.C.**

**September 1996– January 1997**

**Instructor**

- Instructed special education classes for physically and mentally challenged students. Classes involved schooling in visual and verbal techniques and reinforcement exercises, comprehensive evaluation for reading, and performing rehabilitation and physical therapy.

**EDUCATION/TRAINING/CERTIFICATIONS**

**Education**

State University of New York at Albany – Albany, NY

BA – Psychology

Graduated: 1991

Master in Arts

Bowie State University

Graduated: 2006

**Certifications**

Southeastern University

Center for Entrepreneurship

Graduated: 2005

