

Summary

Cleared Federal Program and Project Manager leading IT modernization, sustainment operations, workplace modernization, and process-improvement initiatives

Core Competencies & Tools

- **Program Leadership:** Task Order Management, Program Governance, Contractor Team Leadership, Integrated Scheduling, Budget Oversight, Risk and Issue Management, Procurement, Stakeholder Engagement, Executive Reporting, and QA/QC
- **Project Delivery:** Constructability Reviews, A&E Redlines, RFIs, Submittals, FF&E, GSA Coordination, IT/AV/VTC Integration, Relocation Planning, and Document Control
- **Business Analysis:** Requirements Analysis, Root-Cause Analysis, Process Improvement, Knowledge Management, SharePoint Governance, and What-If Analysis
- **Platforms:** Microsoft Project, Procore, Smartsheet, Jira, SharePoint On-Premise & Online, ServiceNow, SAP, Visio, Microsoft 365, Google Workspace
- **Generative AI:** Microsoft Copilot, Google Gemini, and ChatGPT

Work History

Senior Consultant / Intermediate Program Analyst

Grant Leading Technology, LLC (GLT) | Riverdale, MD | Jan 2025 – Present

- Leads 3-person contractor team—Budget Analyst, Scheduler, and Construction SME—supporting 2 federal PMs on a \$49M, 74,679SF federal office fit-out and relocation
- Coordinated design review activities for 50+ stakeholders, supporting 100% construction-document review and resolution of architectural and engineering comments
- Analyzed \$6.5M budget variance through review of IGCEs, forecasting assumptions, lease documentation, and records, identifying cost-allocation discrepancy for federal leadership
- Developed procurement-planning documentation for \$6.5M furniture package, including SOW, furniture schedule, sole-source justification, and market research
- Tracked 416 project action items, delivered 39 status presentations and published 188 meeting records in FY26, strengthening accountability and leadership visibility across active workstreams
- Administered project document control by archiving 1,485 files and auditing 81 RFIs and 79 submittals in SharePoint and Procore to support completeness and audit readiness

Program Management Support Specialist

The Informatics Applications Group (TIAG) | Reston, VA | Nov 2023 – Jan 2025

- Supported Defense Health Agency (DHA) as Project Controller for the Vocera Smart badge Military Health System (MHS) Application Access Gateway (MAAG) cloud migration effort
- \$5.6M federal program supported delivery of secure communications to over 23,000 global users
- Led redesign and development of multiple SharePoint sites, improving global engagement and collaboration for stakeholders across 41 military facilities
- Coordinated with subcontractors in monitoring NIST RMF controls and documentation to ensure successful authorization to operate (ATO). Provided comprehensive administrative support, including scheduling, documentation management, and stakeholder coordination

Program Manager

T and T Consulting Services, Inc | Falls Church, VA | Aug 2021 – Nov 2023

- Managed resolution of 200+ bug fixes as Business Analyst for iEdison Modernization Project
- Provided system recovery support, as Project Manager, following a Defense Health Agency (DHA) legacy system crash that impacted 50,000+ global users

- Led physical security project to install 400+ Dormakaba locks, securing all COMSEC closets and server room access for U.S. Army Regional Network Enterprise Center (RNEC - SW)

Integrated Support Planning & Management

The Boeing Company | San Antonio, TX | Oct 2020 – Jul 2021

- Supported VC-25A presidential aircraft (Air Force One) within Top Secret, Yankee White program; coordinated executive meetings, reviewed schedules, prepared status reports, supported electronic-device controls for hangar security, and maintained personnel-clearance documentation for senior government and contractor stakeholders
- Drove program continuity and issue resolution by tracking critical interior-parts supplier dispute through 100% recovery of essential components and developing SharePoint-based Lessons Learned repository for secure knowledge capture and reuse

Project Manager

Metropolitan Transit Authority (METRO) | Houston, TX | Dec 2017 – Aug 2020

- Managed \$1M, 26,507 SF METROLift office renovation, delivering ahead of schedule and within budget for 150 employees. Led space planning, vendor procurement, and workplace installations
- Processed \$36M in A/E design requests and \$65M in construction procurements across 108+ capital projects using SAP

VA Compliance Officer

Houston Community College System (HCCS) | Houston, TX | July 2016 – Feb 2017

- Managed VA policy compliance for 3,000+ students, resolving \$20K in federal offsets by conducting process audits and implementing new financial controls

VA School Certifying Official

University of Houston - Downtown | Houston, TX | Feb 2015 – July 2016

- Certified over 800 student enrollments totaling \$1.3M in Post 9/11 GI Bill tuition payments, performing all account reconciliation in Oracle

Store Manager

Safeway (Randalls) | Houston, TX | June 2013 – Sep 2014

- Directed full P&L, sales (\$500K/week), led teams of 100+ employees

Materiel Maintenance and Munitions Management Officer (91A)

U.S. Army | Fort Hood, TX | June 2007 – Sep 2013

- **Materiel Maintenance and Munitions Management Officer (91A):** Managed maintenance, logistics, training, evaluations, and inventory of \$3.5M+ in military assets (Rank: O-3)
- **Information Technology Specialist (25B):** Conducted over 76 PC OS migrations, supported end user helpdesk and cyber incident response securing 14,000+ systems (Rank: E-5)

Certifications

- Project Management Professional (PMP) | *Project Management Institute (PMI)*, ID: 1907527
- CompTIA Security+ | *CompTIA*
- Certified ScrumMaster (CSM) | *Scrum Alliance*
- Certified Knowledge Manager (CKM) | *Knowledge Management Institute (KMI)*
- ITIL® 4 Foundation Certification | *PeopleCert*

Education & Military Service

- Master of Science, Technology Project Management | University of Houston, TX, 2016
- Master of Library Science | Texas Woman's University, TX, 2009
- Bachelor of Science, Education | Langston University, OK, 2005
- Captain (91A Logistics Officer) | United States Army, Army Reserve, Inactive RR 2021 - 2026