

Industry Experience

- Consulting
- Financial Services
- Insurance
- Healthcare
- Federal/Non-Profit
- College Athletics

Work Experience

- Program/Project Management
- Strategic Planning
- Systems Development Life Cycle
- Training Development and Delivery
- Management Reporting
- Business Development

Technical Competencies

- CA Clarity
- MS Office, Project, Access, Visio
- SharePoint & Project Web Access (PWA)
- Adobe Creative Suite (Photoshop, Illustrator, others)
- Earned Value Analysis

Interests

- Former Division I Athlete
- Avid Runner, Triathlete, Mountain and Road Biker, and Snowboarder
- Certified Scuba Diver

Education

- James Madison University – B.S. Computer Science, Graphic Design
- Magna Cum Laude

Summary

A driven, self-motivated Project Management professional with strategic assessment capabilities, strong leadership skills and broad technical and functional experience across a variety of industries

Professional Experience

Sara Garvey, Inc.

President

Jan, 2010 – Present

Wayne, PA

ACE Group

Project Manager, CA Clarity Enterprise Implementation

- Responsible for strategic planning, requirements development, technical configuration, and testing for new functionality and defect fixes within the CA Clarity tool, interacting with PMs, Portfolio Leads and executives across the ACE organization
- Manage coordination with IT Finance, IT Contracts, Infrastructure, and vendors, Tiers 1 through 3, to ensure consistency of data across multiple discrete systems
- Develop and implement workflows utilizing Clarity's process engine, and execute data migration/upload utilizing the XML Open Gateway (XOG) tool
- Training – both formal and informal – and mentoring of key Clarity users at all levels within the organization
- Responsible for development of all custom-developed integrated online training for the Clarity tool using the CA Productivity Accelerator (CAPA)
- Successfully executed upgrade from Clarity v. 8.0 to v. 12.0, managing all aspects of the project including install, configuration, regression testing, training development and training delivery
- Lead ongoing maintenance and production support of the application

Washington Consulting, Inc., An Alion Company

Senior Manager, Management Solutions

Aug, 2005 – Jan, 2010

McLean, VA

Business Development and Internal Activities

- Led 6 person team in sales effort which resulted in a \$2.3 million contract** to provide program management, information technology and collaboration solutions using Microsoft SharePoint Services and Project Server to a federal agency.
- Superior delivery to client led to **increases in project team staff and radiation to new project accounts.**
- Communications Initiative Lead:** Managed team of 5 consultants in effort to streamline and refine internal corporate communications through the creation of a Communications Plan, the development of improved business process, and the redesign and launch of a new corporate Intranet.
- Active participant in mentorship program;** mentees range from college grads to experienced hires

Project Work

- Government-Chartered Non-Profit (Washington, DC)

Engagement Manager/ Senior Project Manager

Managed three active projects, overseeing the day-to-day activities of 15+ team members, and served as primary client point of contact for all engagement activity.

- Oversaw the centralized project management office (CPMO) that governed the cost and operations of 14 audit firms performing 650 federal compliance audits of the Universal Service Fund (USF) program disbursements. Eventually ramped up to increase scope to 1172 audits in the next round, beginning November 2008.
- Developed business processes and created a new program to support the FCC's Rural Health Care Pilot Program, providing over \$417 million in federal funds for the construction of sixty-nine statewide or regional broadband telehealth networks in 42 states and three U.S. territories. Managed the implementation of the supporting SharePoint Services and MS Access-based system utilized by participants to apply for and receive program funding.
- Successfully managed aggressive project schedules utilizing MS Project, ASNI Earned Value Management professional standards, and MS SharePoint Services. Proactive management led to under budget, on-time delivery at critical milestones. Actively evaluated project team budgets, designed budget forecasts, and managed contractual negotiation of project work.
- Led the delivery of business and IT related requirements and design documents. Resolved application-related business issues, and managed the business solution from requirements through post-production.

- Coordinated with client executives, business owners and FCC senior management to develop solutions that unify disparate requirements, and provide a cohesive user interface to participants for information submission, funding status, and management & status reporting.
 - Assessed business impact, ensured operational readiness, and led the development of standard operating procedures for migration to new solution
 - Administered training program, including the design and development of course material, training delivery and ongoing post-implementation support for over two hundred program participants.
- ACE Group (Philadelphia, PA)
Senior Project Manager and Global Deployment Manager
 Managed configuration, implementation, and global training and deployment of a web-based enterprise project and portfolio management tool, CA *Clarity*.
 - Managed and executed project delivery including project management plan, project schedule, communication plan, training plan, management reporting, project budget, issue identification and resolution, and risk identification and mitigation.
 - Collaborated with executive-level business and technical resources in the USA & overseas to identify and document requirements, define process flows, and define, implement and configure the Clarity system.
 - Managed five regional product deployments, engaging client senior management and managing the training of end-users in the Americas, UK, Japan, Asia Pacific, and Latin America.
 - Developed custom training materials and delivered technical training to over 300 business and IT leaders across the globe (US, UK, Japan, Australia, Singapore, Argentina).
 - Top Tier Secondary Mortgage Market Entity (Washington, DC)
Senior Project Manager
 Led program management office for 50-100 person project teams for Fannie Mae's multi-billion dollar financial restatement.
 - Facilitated strategic planning, integration management and issue resolution across several accounting functions of the Restatement program.
 - Ensured compliance with initiatives for quality management, Sarbanes-Oxley, and auditor requests.
 - Advised senior executives on resolution of project issues and strategy for project execution.
 - Supported budget forecasting and scoping for all future state initiatives.

Georgetown University Department of Athletics
Director of Integrated Communications

Dec, 2003 – Aug, 2005
Washington, DC

Marketing and Communications Manager

- Initiated, secured funding and approval for, and managed the end-to-end redesign of GUHoyas.com, Georgetown's official athletics website.
- Coordinated content planning, development and editing across multiple departments and athletic teams.
- Partnered with head and assistant coaches of 27 programs to develop sport-specific informational, statistical, and recruiting content.
- Managed full project lifecycle, including requirements definition, interface design, resource management, budget management, reporting, delivery, testing, and launch execution.
- Resolved all technical and design decisions relative to the website and its associated software applications.
- Produced live video and audio broadcasts for home athletic events, directing and coordinating teams of announcers, video production engineers and photographers.
- Developed and executed gameday marketing plans designed to pique community interest in and attendance at Georgetown athletic events, including the university's flagship sport, men's basketball.

Director of Publications Design and Production

- Managed the planning, content development, design, and printing of all media-related material for Georgetown's athletic programs.
- Directed all aspects of the design and production of 10 major media guides and numerous game-day programs, brochures, pamphlets, posters, calendars, schedule cards and other printed material for Georgetown Athletic teams, including a 300+ page men's basketball media guide.
- Consistently ensured the university's branding guidelines and design standards were upheld.

- o Developed and maintained relationships with Athletic Communications personnel at the professional level (NBA, NFL) as well as with individuals at all Colleges and Universities throughout the country.
- o Managed relationship with, and services performed by, external design and printing vendors.

Unisys Corporation

Senior Consultant, Global Infrastructure Services

Feb, 2003 – Dec, 2003

McLean, VA

Technology Architecture and Information Security Services

- o Project Manager for the initiation and full-scale development of a Risk Management solution, as well as several complimentary Infrastructure Solutions.
- o Responsible for the definition, documentation, presentation and management of Unisys Global Infrastructure Services Client Offerings.
- o Thought leader and liaison to field Subject Matter Experts relative to the definition, development and documentation of Technology Infrastructure Services.

Information Security Marketing

- o Managed, maintained and incorporated constituent feedback on an ongoing basis to an Information Security Community Intranet site.
- o Worked with the Creative Media Services group to plan and manage the creation and publication of several graphics used in both internal and external corporate communications.

Capgemini / CapGemini Ernst & Young (formerly Ernst & Young)

Senior Consultant, Critical Technologies

Aug, 2000 – Dec, 2003

McLean, VA

Healthcare Website

- o **Business Analyst Team Lead** – Managed team of resources in the development of requirements, functional design and systems integration testing of a new customer service Internet application. Application provided a web-enabled front-end for retrieval of customer service Eligibility and Claims data. Partnered with business owners and end-users as well as J2EE and Legacy Architects in application design and development.
- o **Business & Testing Team Lead** – Led team of teams of 15+ resources to complete systems integration testing, user acceptance testing, end-user training, and deployment of system to entities across the United States (6000+ end-users). Developed automated and regression test suites.

Enterprise and Technology Architecture Definition

- o **IT Analyst Team Lead** – Developed Enterprise Technology Architecture standards for clients representing a variety of industries using a company-standard methodology. Developed project plans, budgets and transition strategies focusing on specific tasks, goals and steps to implementation. Interviewed and conducted working sessions with senior business and IT stakeholders to define and document their current and desired future state. Trained and instructed team members, both client and internal, in the architecture development methodology

Education

James Madison University

May, 2000

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| Degree | <ul style="list-style-type: none"> • B.S., Computer Science • Double Major in Media Arts and Design (Graphic Design) • Magna Cum Laude |
| Leadership | <ul style="list-style-type: none"> • Captain of Division I, Top Ten Nationally Ranked Field Hockey Team – 1999 • Four-year Colonial Athletic Association and NCAA Scholar Athlete – 1996-1999 • James Madison University Female Scholar Athlete of the Year – 2000 • Member of United States National U-21 Field Hockey team – 1999. Represented the US at tournaments domestically and internationally (Canada, the Netherlands). |