

KIANA “V.” WARE

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Veteran | Prior Federal Employee | Top Secret Security Clearance w/ FS Polygraph

Versatile Facilities Project Manager, Small Business Owner, and Military Veteran (PFC/E-3) with over 10 years of project and construction management, contracting, and surveying experience. Managed commercial and industrial projects with budgets exceeding \$4.8 million. With over 9,000 hours of experience leading projects, 4,500 of which were obtained in the federal I.T. sector. Self-starter with over 5 years of experience training project managers in an agile work-environment. Continuing education includes over 90 semester credit hours consisting of concentrations in Construction Management and Information Technology Management, Six Sigma and Project Management Certifications, and 69 PDU's related to project management. Experience constructing master operating plans and implementing improved operating plans, as well as supervising and training teams in agile and traditional business practices to ensure on-time and below budget project completion. Maintain on-site presence for client during project execution and drive a positive rapport prior to the start of projects. Served as a subject matter expert in information technology practices to assist senior level management on key decisions throughout the project lifecycle. Highly sought after for infographic presentations of analytic components to brief senior government officials on budgets, estimates, and project statuses. Experienced in working with overseas components within the USG, commercial, and military environments. Highly adept in establishing policies and identifying process improvements as well as deploying contingency plans. High performing leader with several roles facilitating peers to tackle mission-oriented objectives within the workplace.

PROJECT MANAGEMENT EXPERIENCE

MAY 2020 – PRESENT

PROJECT MANAGER, SQUAREPEG TECHNOLOGIES, WASHINGTON, DC.

- Leverage project management framework (PMF) to coordinate construction efforts within in-house operations.
- Coordinate effective communication between team members and clients and spearhead project deficiencies within a timely manner.
- Serve the production team in all phases of project completion including planning, scheduling, contract negotiation, bidding, submittals and execution of commercial roofing projects.
- Maintain on-site presence for client during project execution and drive a positive rapport prior to the start of projects.
- Develop required documents and drawings (RoofCAD, AutoCAD or similar, Visio and Microsoft Office) to supplement bids and proposals or as needed per the contracts.

MAY 2020 – OCTOBER 2020

PROJECT MANAGER, TECTA AMERICA SOUTHEAST, LLC, CUMMING, GA.

- Leverage project management framework (PMF) to coordinate construction efforts within in-house operations.
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APRIL 2017 – MAY 2020

IT PROJECT MANAGER/INTEGRATOR, FEDERAL CLIENTS, MCLEAN, VA.

- Served as the desktop project manager (DPM) team lead for a federal client for hardware requirements that range from small to large efforts. These efforts are generally quick turnaround requests but can be implemented in phases depending on the customer request.
- Assists with the evaluation, design, documentation, installation/implementation, testing and deployment of a new Cisco/ Polycom VTC Enterprise environment
- Resolves system operational problems by troubleshooting and performing fault isolation (O&M support post-deployment) during site surveys.
- Coordinate and/or assist in repairs, replaces, or reprograms faulty equipment, as required.
- Oversee Tier 2 and 3 troubleshooting of Audio/Video systems (VTC, Conference Rooms, Cables TV, etc.)
- Ensuring that associated contractor project activities are completed within defined project lifecycle by on-hand development of project activities and/or team members
- Provide technical assistance to project managers to best fulfill mission partner request
- Specify Audio/Video systems components to implement technical solution and generate Bill of Equipment
- Knowledgeable with AV Technology and current AN signal formats, switching, distribution and architecture
- Leverages numerous U.S. Government analytic tools to review daily threat reporting, perform in-depth research and analysis on threats, and submit formal intelligence reports while adhering to high quality and accuracy standards
- Develop required documents, drawings and cable labels (AutoCAD or similar, Visio and Microsoft Office) providing Detail drawings

JUNE 2012 – MAY 2015

ASSISTANT PROJECT MANAGER

- Served as communication liaison with customers and assisted Project Managers in all phases of projects including scheduling, change orders, contract negotiation, bidding, and submittals.
- Monitored labor and job cost charts, worked closely with Superintendent and Foreman throughout project process, reviewed and prepared proposed project bids.
- Obtain material estimates and calculate labor estimates and work order estimates to develop proposals, and prepared monthly estimate summary for Senior Estimator
- Utilized RoofCAD to create roof layout drawings and provide visual representation of found deficiencies and/or repairs.

PROGRAM AND CONTRACT MANAGEMENT EXPERIENCE

MAY 2016 – APRIL 2017

UNIFORMED DIVISION OFFICER, DHS (USSS) WASHINGTON, DC.

- Serves as Federal Police Officer in the D.C. Metro area patrolling and monitoring access control to government facilities, while stationed at The White House Complex.

- Traveling in support of the Presidential, Vice Presidential, and foreign heads of state/government missions to enforce mandated protective responsibilities as described under Title 18, United States Code, Section 3056A.
- Assisting in addressing intelligence and collection gaps with the Counter Surveillance Units in order to determine protective interest
- Operating as a Liaison between Conventional Units and HUMINT collection teams to coordinate Source Directed Requirements (SDR).
- Exploiting HUMINT, IMINT, and SIGINT in support of protecting the White House Complex and its protectees.
- Elected Class President of UPTP Class #603, UD Class #250, and received the Physical Fitness Award upon Graduation (2016)

MAY 2015 - MAY 2016

INDUSTRIAL ENGINEERING SUPERVISOR, UPS, DORAVILLE, GA.

- Improving Feeder job set-ups and operational conditions that reduce cost and meet service commitments through surveying and monitoring daily process improvements
- Analyze process flow charts and production schedules with operating plans to determine opportunities for improving the process and workflow to reduce cost
- Reviews recommendations (e.g. improved job set-ups, operating plans, etc.) weekly with IE Section Managers and Operations managers to gain approval and implementation.

MAY 2013 – JULY 2013

CRYPTOLOGIC LINGUIST (35-P/L), U.S. ARMY, FT. JACKSON, SC.

- Completed 10 weeks of Basic Combat Training at Fort Jackson, SC
- Platoon High APFT Score (375 Extended Scale)
- Level II Combative Certification
- Expert Marksman M14 Carbine

EDUCATION

DECEMBER 2022

BACHELOR OF SCIENCE, MANAGEMENT STUDIES, UMGC, ADELPHI, MD.

DECEMBER 2021

ASSOCIATE OF SCIENCE, MANAGEMENT STUDIES, UMGC, ADELPHI, MD.

MAY 2011

DIPLOMA, COMMUNITY SERVICE AND LIBERAL ARTS, ALANHHS, COVINGTON, GA.

SKILLS

Software

- AutoCAD, RoofCAD
- Adobe Photoshop, InDesign, Illustrator, Premiere
- Sketchup, Rhino
- BIM, Revit
- Microsoft Project & MS Suite
- Primavera, SharePoint, AWS, Project Pro, Edge, MatLab, InfoLibrary, Access, ESMT, Maximo, JIRA, and ICD systems.
- IBM, Microsoft Access
- Visio

Skills

- VBA Coding
- Construction Management
- Budget Development
- Sustainable Design
- Project Management
- Six Sigma Process Improvement
- Elementary proficiency in Arabic and French, DLAB pass rate of 107.
- Troubleshooting end-to-user technical issues on the black and red servers with Windows 8-10
- Expert level user of Microsoft applications to analyze and create reports

ACTIVITIES

Certifications

- Six Sigma Green Belt Certified (2019)
- PM – Lean Process Certified (2019)
- PM Program Series - NOVA (2019)
- 69 PDU's - PMP Candidate (2020)
- PM Principles (2020)
- AWS Associate Training (2020)

Hobbies/Interests

- Small Business Owner and Full-Time Student
- American Karate
- Organized musical performance
- Home projects, repairing/restoring vintage household items
- Writing poetry or songs