

Amber Grimes
Prince Frederick, MD
20678
443-624-8879
Email: amberm5683@gmail.com

- Accomplishments:**
- DAWIA Level 1 Project Management certified equivalent
 - Knowledge of DoD 5000 process / Interface with all ACAT I – IV, AAP programs
 - Experience in financial, technical, and risk management
 - SharePoint Subject Matter Expert (SME)
 - I have over 19 years of experience in project management, including translating program objectives and guidance, synthesizing information into plans, and evaluating program progress. I have demonstrated the ability to analyze problems, identify significant factors, and recognize and implement solutions to ensure program success.

Work Experience: **Naval Systems, Inc.**
21513 Great Mills Rd
Lexington Park, MD 20653 United States

11/2021 – Present

Salary: \$98,800/Annual

Hours per week: 40

Project Analyst, Journeyman

Duties, Accomplishments and Related Skills:

Act as part of a team supporting the Aviation Logistics Environment (ALE), a shared data environment created to house and maintain legacy and emergent digital solutions and to serve as the coherent element. Collaborating with program leadership, Systems Engineers, and Stakeholders to review processes and Transition Strategies. Apply analytic techniques in the evaluation of program/project objectives. Develop briefs, monthly financial status reports, and correspondence for monthly sprint review and yearly PMRs. Performed budget analysis on financial management issues regarding program planning and budget execution. Prepare and track funding documents, obligations, and expenditures via the appropriation categories in support of the IPT Leads. Prepare and Manage Task Planning Sheets. Support preparation of funding plans. Provide Requirements Managements support to include contacting and collaborating with subject matter experts, and ALE/AvPLM team to ensure active engagement in capturing requirements for identified project areas. Responsible for documenting requirements and related processes, and assisting in translation to user stories in JIRA, and to Enterprise Architecture functional requirements mapping. Engage in stakeholders/users in sprint reviews and demos and ensure continued feedback throughout the effort. Provides Requirements Validation support to include ensuring acceptance criteria identified have been met and are consistent with user expectations. Performs management, technical, or business case analyses. Collects, completes, organizes, and interprets data relating to aircraft weapon/project acquisition and product programs. Tracks program/project status and schedules. I am familiar with the following NAVAIR Digital Tools: AMS, CDRL, CloudSync, CSPT, DAU, DOORS, Excel, MS Office, NAVAIR Survey Tool, NAVAIR VTC, OneDrive, OneNote, PMT, PowerPoint, Project, SharePoint, Teams, Visio, Webex and Word.

Zenetex, Inc.
44427 Airport Rd. Ste. 410
California, MD 20619 United States

05/2021 – 11/2021

Salary: \$80,000/Annual

Hours per week: 40

Program Management Analyst, Journeyman

Duties, Accomplishments and Related Skills:

As a Journeyman Program Analyst, I apply analytical techniques in the evaluation of program/project objectives. Analyze requirements, status, budget, and schedules. Performed budget analysis on financial

management issues regarding program planning and budget execution. Performed technical, or business case analyses. Collect, complete, organize and interpret data relating to aircraft/weapon/project acquisition and product programs. Track program/project status and schedules. Apply government-instituted processes for documentation, change control management and data management. Seek and obtain the hierarchical parts data on USMC Trainers & Training Systems to include: CDRL Data, Equipment Inventory Reports (EIR) contractor data, COMS & ISE monthly reports on maintenance records for USMC Trainers & Training Systems, Import and properly link all of the identified data into CMPRO populating data sets: Contract Data, As Built Parts Records, Product Baseline Records.

Davis Defense Group

44425 Pecan Ct., Suite 203
California, MD 20619 United States

02/2020 – 05/2021

Salary: \$72,000/Annual

Hours per week: 40

Operations Management Project Analyst, Journeyman

Duties, Accomplishments and Related Skills:

As a Journeyman Operations Program Analyst, I provide support to IPT Leads and associated teams. I coordinate the execution of complex data calls and tasks to meet required deadlines and tracked for closure. I prepare presentation materials to be briefed at the PEO and HQMC levels, ensuring the overall quality, timeliness, and efficacy of the information. Develop briefs, monthly financial status reports, and correspondence for quarterly Risk Boards, Monthly Contracts & Financial Briefs and yearly PMRs. Prepare and track funding documents, obligations, and expenditures via the appropriation categories in support of the DPMs and Acquisition Team. Perform Planning, Programming, Budget and Execution (PPBE) in an effort to provide resolution options for funding issues in the pipeline. Prepare and Manage Task Planning Sheets. Support preparation of funding plan by assisting the PM and BFM in developing workload estimates based on assigned customers financial requirements. Utilized both CSPT and PMT to extract financial reports for interpretation and review. Compose correspondence requiring some understanding of technical matters. Review outgoing correspondence and alerts writer to any conflicts with the file or departure from policies. Summarizes the content of incoming materials or meetings, ensuring that requests for action or information are relayed to the appropriate staff member. Demonstrate oral and written skills. I apply data analytics methods and techniques to research, compile, analyze and evaluate information required by acquisition Program Managers (PMs). I research, analyze, interpret, update, and disseminate Department of Defense (DoD), Office of the Chief of Naval Operations (OPNAV), Secretary of the Navy (SECNAV) and Naval Air Systems Command (NAVAIR) acquisition policy instructions, manuals, and other guidance documents. track cross-service Class I and Class II Engineering Change Proposals (ECPs) in accordance with Configuration Management (CM) Plans. I interface daily with program and competency managers, Naval Air Systems Command Headquarters (NAVAIR HQ), and Naval Air Warfare Center Aircraft Division (NAWCAD).

Technology Security Associates (TSA), Inc.

44414 Pecan Ct., Suite 100
California, MD 20619 United States

05/2019 – 02/2020

Salary: \$53,000/Annual

Hours per week: 40

Project Analyst, Junior

Duties, Accomplishments and Related Skills:

As a Junior Project Analyst, I apply data analytics methods and techniques to research, compile, analyze and evaluate information required by acquisition Program Managers (PMs). I research, analyze, interpret, update, and disseminate Department of Defense (DoD), Office of the Chief of Naval

Operations (OPNAV), Secretary of the Navy (SECNAV) and Naval Air Systems Command (NAVAIR) acquisition policy instructions, manuals, and other guidance documents. I provide training to the weapons system planning document (WSPD) Tiger team on the WSPD SharePoint user group site, and to additional staff on e.Power, Data Management (DM) and metadata tagging as required. I issue Change Control Board (CCB) numbers, as appropriate, and track cross-service Class I and Class II Engineering Change Proposals (ECPs) in accordance with Configuration Management (CM) Plans. Review, edit and forward adjudicated Data Item Descriptions (DIDs) to appropriate party for approval and signature. I develop and draft program or project plans of action and milestones (POA&M) and schedules, tracking progress to plan. I make recommendations to streamline transactions as part of continuous process improvement. I prepared presentation materials to be briefed at the PEO and HQMC levels, ensuring the overall quality, timeliness, and efficacy of the information. I interfaced daily with program and competency managers, Naval Air Systems Command Headquarters (NAVAIR HQ), and Naval Air Warfare Center Aircraft Division (NAWCAD). I provide Stakeholder management for Turbo Acquisition and the development team with elements of DM, metadata tagging, infrastructure data librarian and data analysis. I provide program management support through documented, organized task tracking. I possess the skills to effectively communicate and interact with civilian and military peers and senior officials within and external to the parent organization, particularly when leading efforts to resolve differing viewpoints, obtain consensus, and effectively articulate positions at meetings.

USES – Maurice Electrical Supply

6500A Sheriff Rd.
Landover, MD 20785 United States

08/2018 - 05/2019

Salary: \$52,000/Annual

Hours per week: 40

Switchgear Estimator

Duties, Accomplishments and Related Skills:

As the Switchgear Estimator, I was responsible for the full compliment of new employee training and orientation. I reviewed and evaluated construction plans and specifications to create detailed, accurate b proposals. I developed Bills of Material (BOM) for all bids within the Light Commercial (LCOMM) segment of the Switchgear Department valued at \$150k and below. I strategized with the sales team to broker new LCOMM accounts by partnering with industry vendors for optimal department profit. I analyzed discreet project conditions, identified issues impacting cost, schedule, and or performance for each project, and recommended changes as appropriate. I coordinated with contractors, vendors, and customers regarding all Pricing and Availability, data requests, and Letters of Offer and Acceptance (LOA). I prepared internal and external status reports to both supervisors and customers.

Capital Tristate

8511 Pepco Pl.
Upper Marlboro, MD 20772 United States

09/2017 - 06/2018

Salary: \$45,000/Annual

Hours per week: 40

Project Manager

Duties, Accomplishments and Related Skills:

As the Project Manager, I oversaw and directed commercial lighting projects more than \$4,000,000.00 from conception to completion, including but not limited to negotiating terms of agreements, drafting contracts, and obtaining appropriate signatures on required legal documentation. I issued consignment instructions for shipping hardware and tracked delivery schedule. I processed change orders to increase the profit margin for the overall project – averaged an overall 35% increase on all change orders. I participated in advanced industry training and development opportunities. I prepared internal and external status reports to both supervisors and customers.

Power Services, Inc.

5800 Woodcliff Road, Suite #108
Bowie, MD 20720 United States

06/2014 - 01/2017

Salary: \$52,000/Annual

Hours per week: 40

Project Coordinator

Duties, Accomplishments and Related Skills:

As the Project Coordinator, I provided direct support to the Division Director and Account Manager, with marketing support to the President and VP of Construction as required, and acted as their liaison with building engineers, field personnel, and property owners. I trained all employees on corporate software, developed a Standard Operating Procedure (SOP) specific to each position within the division, and created a field technician reference book for all service truck drivers in the fleet. I coordinated and scheduled all projects to ensure a timely execution in accordance with the Scope of Work. I processed all outage request with utility companies, as well as permit requests with local county governments. I maintained the division database and tracked status of proposals, contracts, and reports. I created work orders and processed all project billing invoices via the Dexter Chaney (DC) accounting system.

Heritage Harbour Health Group

801 Compass Way
Annapolis, MD 21401 United States

08/2014 - 06/2015

Salary: \$45,000/Annual

Hours per week: 40

Business Office Manager

Duties, Accomplishments and Related Skills:

As the Business Office Manager, I oversaw office operations including but not limited to preparing the annual budget and managing payroll, analyzing variances, and initiating corrective action; incoming/outgoing correspondence; managing filing systems; reviewing and approving supply requisition; utilized a variety of office automation software to prepare, produce, and process data/material for a broad range of program/project activities. I provided a wide range of administrative coordination to ensure continuity of operations. I developed and published the bi-monthly newsletter and managed the corporate website.

Kelly Generator and Equipment, Inc.

1955 Dale Lane
Owings, MD 20736 United States

04/2011 - 08/2014

Salary: \$45,000/Annual

Hours per week: 40

Marketing Coordinator

Duties, Accomplishments and Related Skills:

As the Marketing Advisor, I worked in a fast-paced, multi-functional environment, managing a budget of more than \$250,000. I identified, developed, and evaluated marketing strategies based on in-depth analysis of corporate objectives and market trends. I spearheaded the creation of blogs and social media content, produced engaging online marketing campaigns, and managed new product and content releases. I designed and created marketing collateral for sales meetings, trade shows and company executives. I coordinated pre-show and post-show activities at trade shows. Implemented and evolved high-impact strategies to target new business opportunities and new markets. I was responsible for managing both inbound and outbound marketing campaigns to generate new business and support partner and sales teams, as well as the in-house advertising program consisting of print and media collateral pieces. I negotiated advertising and commercial sponsorship contracts and co-op contract resulting in company savings of \$40,000.00 and \$50,000.00, respectively. I developed the company's Intranet platform via Microsoft SharePoint, overseeing the complete redesign and launch of the company website in a record three months. I served as the corporate SharePoint administrator, salesforce administrator and trainer, composing all CRM and intranet training for new employees.

Welch and Rushe, Inc.
391 Prince Georges Blvd.
Upper Marlboro, MD 20774 United States

02/2009 - 03/2010

Salary: \$45,000/Annual

Hours per week: 40

Administrative Coordinator/Assistant Facility Security Officer (FSO)

Duties, Accomplishments and Related Skills:

As the Administrative Coordinator/Assistant FSO, I oversaw office operations including but not limited to managing the internal File Transfer Protocol (FTP) site. I assisted the Facility Security Officer with all major security issues to include the preparation and processing of all security correspondence for a timely badge process of employees. I coordinated with contractors, vendors, and customers regarding all Pricing and Availability, data requests, and Letters of Offer and Acceptance (LOA). I prepared internal and external status reports to both supervisors and customers.

NEANY, Inc./NAVAIR 4.0X Special Surveillance

Program Office- PAX River

44010 Commerce Ave #A
Hollywood, MD 20636 United States

01/2005 - 12/2008

Salary: \$45,000/Annual

Hours per week: 40

Program Analyst, Junior

Duties, Accomplishments and Related Skills:

As a Program Analyst, I performed data analysis to the unmanned aerial vehicle (UAV) team for all flight simulation testing done at Yuma Proving Grounds (YPG). I reviewed, analyzed and interpreted trends in video data, identifying "bottlenecks" and implemented new and improved processes and policies. I compiled and consolidated all test data for post-test analyses. I documented process flows and developed requirements for functional improvements and enhancements. I coordinated the UAV team schedules for travel, testing and deployment overseas, and processed SF-86 forms for all contractors being deployed in support of the UAV team. I managed travel authorizations and expenses via Defense Travel System (DTS) Naval software. I drafted monthly financial reconciliations and long-range forecasts.

Education: **UMGC**
Aldelphi, MD 20782 United States
Bachelor's Degree, Business Administration, December 2023 – 71 credits completed to date
Major: Business Administration

Lackey High School

Indian Head, MD 20640 United States
MD High School Diploma, December 2000
Major: General Studies

Job Related Training: DAWIA Level 1 Project Management certified equivalent, 2020
CPARS, 7/19
KMS, 8/19
NON-FAR Based Acquisitions, 9/19
Digital Tools, 10/19
SharePoint Administrator Training 10/19
Intact Team Training, 11/19

References:	Name	Employer	Title	Phone	Email
	Sandy Wilson	KGE	VP of Operations	(410) 257-5225	Swilson@kge.com
	Nik Dubish	Power Services	Business Development Manager	(410) 507-6260	Nikolai32@gmail.com
	Tony Defilippo	USES I	Estimator	(301) 801-6929	adefilippo@outlook.com
	John Carey	NAVAIR	Engineer	(617) 947-2551	John.carey1@navy.mil

Additional Information: **Active Top Secret SCI//ICD Security Clearance, June 2022**
COVID-19 Vaccination Compliant