

contact

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4959 Showalter Road
Roanoke, VA 24017

experience

Project Manager / Business Analyst

2006 – present
County of Roanoke, VA

Managing Director / Co-Founder

Experi-ED Learning Concepts
2005 – present
Roanoke, VA

Senior Director of Information Services

1999 – 2005
CMR Institute, Inc.
Roanoke, VA

Media Center Associate/ AV Technician

1989 – 1999
Roanoke College
Salem, VA

education

Master's in Project Management

(in progress)
July 2009 – present
Capella University / Radford
University

Bachelor's in information Technology

June 2009
Roanoke College / Capella
University

PMP: Project Management Professional

June 2005
Project Management Institute

Associate's in the Commercial Arts

June 1988
Virginia Western Community
College

references

References and full resume are
available upon request.

leadership and management

Certified Project Management Professional (PMP) with over 10 years experience using project management methodologies, tools, and templates, such as **Microsoft Project**, **SharePoint**, and other collaborative tools to manage project teams, track project and team performance, and efficient use of other technical resources.

Led and managed all knowledge areas of project management for large scale technology projects in the County of Roanoke, and CMR Institute, involving various size project teams ranging from 15 to 100+ team members).

Provided leadership and strategic planning in developing an information technology department and implementing project management standards, policies and procedures related to IT infrastructure administration for CMR Institute.

Extensive experience managing information technology operations and resources for CMR Institute, which includes developing, maintaining, and optimizing key functional areas and professional staff in Network Infrastructure, Web Development, Telecommunications, Desktop Computing, and Database Management.

Provide direction and leadership in the areas business planning, making product and service recommendations, procedures and standards in support of equipment procurement and software development efforts, including feasibility studies for various upgrade projects, enhancements, and other automated systems development.

Persuasive advocate for the practice of the project management methodology and for recognizing information technology resources as essential for developing efficient business processes and workflow management to maximize productivity and profit.

accomplishments

Led and managed a county-wide ERP software implementation project: HP Migration Project completed June 2009. This was one of the single largest IT projects in the County's history involving 100+ team members impacting the Town of Vinton and six County departments, which combined administrate over \$90+ million in County revenue.

Negotiated and managed electronic data interchange services with IT departments of 13 major pharmaceutical corporations including global and national clients such as Pfizer, Wyeth, Abbott Laboratories, Novartis, Bayer, GlaxoSmithKline, and Bristol-Myers Squibb.

Coordinated quality analysis, and wrote technical documents and publications for end-user application testing as part of the User Acceptance Testing Phase of projects for the County of Roanoke

Wrote and edited business process analysis documents and instruction guides for various County departments in the Real Estate Valuation Office, Commissioner of the Revenue Office, County Treasurer's Office, Clerk of the Courts, and Vinton Treasurer's Office.

Supervised and facilitated the initial instructional design and installation of "Smart" classrooms as part of an **\$8 million library renovation project for Roanoke College**.

Coordinated and worked directly with large technology corporations contracted for Roanoke County's HP Migration Project, which included working with senior developers to ensure application features are matched with specific business process and performance requirements.

Provided strategic leadership and direction in the development of an IT department for CMR Institute to support all aspects of the technology needs and functions of the organization.

Championed a local project to provide direction and strategic planning toward creating closer ties between business and education through project based learning, sponsored in part by the National Science Foundation through the VCCS – Virginia Community College System.

Implemented over 35 business projects into the course curriculum of local academic institutions, where students apply the knowledge and skills learned in the classroom to business projects and create workable solutions, which resulted in a 'real-life' learning experience for these students.