

Steven Smith

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Senior Project Manager

Veteran's Preference: No | Citizenship: U.S. | Security Clearance: TS/SCI (Active) | Announcement: DW-26-DSC-12345678-DE

Project management professional with 12+ years of specialized experience supporting defense-related programs across federal and contractor environments. Background includes oversight of large-scale IT and CSISR initiatives involving system modernization, acquisition planning, and lifecycle management. Experience operating within complex, multi-stakeholder environments, coordinating across military, civilian, and contractor teams. Demonstrated capability managing programs with significant technical scope, regulatory requirements, and distributed operational impact.

- **PROGRAM & PROJECT MANAGEMENT:** Well versed in directing planning and execution of complex programs involving multiple stakeholders, timelines, and interdependent workstreams. Adept at establishing project structures, assigning responsibilities, and managing schedules across concurrent efforts. Skilled at coordinating activities across teams.
- **DEFENSE ACQUISITION & CONTRACT MANAGEMENT:** Experienced in leading acquisition activities aligned with federal procurement frameworks. Proficient at developing acquisition documentation, coordinating with contracting officers, and overseeing contractor performance and deliverables. Effective at supporting contract lifecycle activities including planning.
- **SYSTEMS LIFECYCLE & INTEGRATION:** Adept at overseeing systems from requirements development through integration, testing, deployment, and sustainment. Experienced in coordinating technical activities and managing system changes and configuration control processes. Skilled at working with engineering and operational teams to align implementation efforts.
- **STRATEGIC PLANNING & RESOURCE MANAGEMENT:** Proficient in developing program roadmaps, schedules, and funding plans aligned with mission priorities. Adept at translating leadership directives into structured execution plans and resource allocations. Experienced in maintaining visibility into resource utilization and adjusting plans based on program needs.
- **RISK, COMPLIANCE & CYBERSECURITY:** Skilled at identifying and managing risks across cost, schedule, and technical areas. Experienced in applying cybersecurity policies and maintaining compliance with federal regulations and standards. Adept at maintaining documentation and coordinating activities related to audits, reviews, and security authorization processes.

PROFESSIONAL EXPERIENCE

Senior Project Manager (GS-12)

Hours per week: 40 | Washington, D.C. | 12/2019 – Present

Department of Homeland Security (DHS) – Cybersecurity and Infrastructure Security Agency (CISA)

Responsible for coordinating and executing cybersecurity and critical infrastructure programs supporting enterprise-level risk management and resilience initiatives. Oversee program activities across requirements development, planning, implementation, and sustainment. Manage cross-functional teams consisting of federal personnel, contractors, and external partners operating across multiple locations. Coordinate with senior leadership, interagency stakeholders, and private sector partners to support planning, prioritization, and execution of mission-critical initiatives. Maintain program schedules and governance documentation.

- **PROGRAM EXECUTION & OVERSIGHT:** Direct integrated master schedules, governance cadences, and program control activities. Facilitate sprint planning, change control boards, and milestone reviews to manage execution flow.
- **ACQUISITION PLANNING:** Develop statements of work, independent government cost estimates, and evaluation criteria. Support source selection processes and coordinated contract administration activities with procurement teams.
- **SYSTEMS & CAPABILITY IMPLEMENTATION:** Coordinate deployment planning, readiness, and release management activities. Manage configuration baselines and version control across development, testing, and production environments.
- **RISK & ISSUE MANAGEMENT:** Lead structured risk identification, issue tracking, and escalation processes. Facilitate risk review sessions and coordinated cross-functional resolution efforts.
- **STAKEHOLDER ENGAGEMENT:** Organize executive briefings, interagency working groups, and partner coordination sessions. Synthesize technical inputs into structured communications for leadership and external stakeholders.

KEY HIGHLIGHTS

- **Increased program delivery efficiency >22%** by restructuring integrated master schedules, aligning cross-functional workflows, and standardizing milestone tracking across three concurrent initiatives.
- **Reduced unresolved risk backlog >35%** by implementing a centralized risk register, formalizing escalation protocols, and coordinating recurring risk review sessions across program teams.
- **Accelerated deployment timelines >18%** by coordinating integrated release planning, synchronizing dependencies across technical teams, and improving environment readiness across development and production environments.

Project Manager (GS-11)

Hours per week: 40 | Washington, D.C. | 11/2012 – 12/2019

Department of Homeland Security (DHS) – Cybersecurity and Infrastructure Security Agency (CISA)

Orchestrated program management activities for cybersecurity and infrastructure protection initiatives within a federal operational environment. Coordinated planning, scheduling, and execution of system implementation efforts across internal teams and external partners. Assisted in managing program documentation, acquisition support activities, and lifecycle coordination.

- **PROGRAM SUPPORT:** Maintained integrated project schedules, tracked deliverables, and coordinated resource activities. Supported execution planning, status tracking, and documentation management throughout program phases.
- **TECHNICAL COORDINATION:** Collaborated with engineering teams to support system integration, testing, and deployment activities. Orchestrated technical inputs and assisted in aligning system requirements with operational needs.
- **ACQUISITION & CONTRACT SUPPORT:** Supported development of procurement documentation and tracked deliverables against contract requirements. Coordinated communication between program stakeholders and contracting personnel.

KEY HIGHLIGHTS

- **Improved schedule adherence >15%** by standardizing milestone tracking, implementing integrated project schedules, and coordinating deliverable timelines across multiple program teams and concurrent initiatives.
- **Reduced documentation processing delays >20%** by organizing program artifacts, streamlining review and approval workflows, and centralizing document management practices across stakeholder groups.

Program Analyst (GS-10)

Hours per week: 40 | Washington, D.C. | 8/2008 – 11/2012

Department of the Treasury – Bureau of the Fiscal Service

Supported program and project management activities for financial systems and enterprise operations within a federal environment. Coordinated reporting, documentation, and administrative support functions across multiple initiatives. Worked with program staff and technical teams to support data collection, reporting processes, and operational activities.

- **PROGRAM ANALYSIS & SUPPORT:** Tracked project activities, maintained program documentation, and supported coordination across multiple initiatives. Assisted with status reporting and documentation control processes.
- **DATA & REPORTING COORDINATION:** Compiled program data, supported reporting efforts, and maintained tracking tools used for monitoring program activities. Assisted in preparing summaries and internal reports.

ADDITIONAL PROFESSIONAL EXPERIENCE

Management Analyst | U.S. General Services Administration

San Francisco, CA | 1/2006 – 8/2008

Supported program coordination activities across housing initiatives, assisting with tracking project timelines, documentation, and reporting. Coordinated with program staff to support planning efforts and maintain visibility into ongoing activities.

Program Support Assistant | U.S. Department of Transportation

Atlanta, GA | 4/2003 – 1/2006

Assisted with program support functions including data tracking, reporting, and documentation management for transportation-related initiatives. Maintained tracking systems and supported coordination across project teams.

Operations Clerk | U.S. Department of Commerce

Chicago, IL | 1/2001 – 4/2003

Supported administrative and operational activities, assisting with recordkeeping, correspondence, and coordination of routine office functions. Provided support for internal processes and workflow tracking across team activities.

EDUCATION

Bachelor of Arts, History | University of Kansas | Lawrence, KS | 2000

CERTIFICATIONS

Project Management Professional (PMP) | Project Management Institute (PMI) | 2020

Certified ScrumMaster (CSM) | Scrum Alliance | 2018

AWARDS

Outstanding Performance Award | Department of Homeland Security | 2022

Special Act Award | Cybersecurity and Infrastructure Security Agency | 2021

Superior Achievement Award | Department of Homeland Security | 2020