



Speaking "truth to power" is important to me. I believe that effective enterprise/corporate-level management oversight and governance requires me to be transparent, honest and fair at all times.

An individual of refreshing candor, an exceptionally conscientious employee who works honorably and with dedication; I foster project management success—by design. Continuous learning and putting knowledge into action are hallmarks of my work!

A Well-trained and Accredited Project Management Practitioner/Specialist

- Having earned PMP®, MoP® - Portfolio Management Practitioner, PRINCE2® Project Management Practitioner and ITIL® IT Service Management, Foundation accreditation—I have a good knowledge-base of tactical and strategic project management theory, frameworks, methodologies and good/approved best practices.

I Foster Project Management Success—by Design

Delivering Successful Projects Is Important To Me!

- I hate waste! Project resources—people, money and material goods, etc.—are precious. Reducing waste, improving organizational performance and fostering customer service excellence are entrenched in my personal values.

Innovation Is My Strength; it's My Way of Working!

- It's an attitude of enthusiasm and curiosity. It's about observing what we currently do and wondering how it can be done better

Bringing Together Project Stakeholders, Technologies, Ideas, and Information

- I simplify project management through the application of tools and techniques and the application of international standards. It's all about PM success by design—simple is better—bringing together project stakeholders, technologies, ideas, and information.

VALUE TO ORGANIZATION:	AREAS OF KNOWLEDGE:	EFFECTIVE BEHAVIORS:
<ul style="list-style-type: none">• Getting business & stakeholder requirements right, deliver value and results-oriented; Objective—<i>"The anchor of reality."</i>• Change agent—looks for faster and better ways. Makes decisions with the bottom line in mind.• Leadership style—visionary and facilitator. An engaged employee—actively seeks opportunities to join and support his organization by backing ideas, projects, and investing his time and energy to their success.	<p>Project Management</p> <ul style="list-style-type: none">• Ensuring quality project process and results <p>General Management</p> <ul style="list-style-type: none">• Ensuring proper management practices <p>Information and Communication Technology (ICT) Management</p> <ul style="list-style-type: none">• Creating or acquiring quality ICT product or service management	<p>Values and ethics</p> <ul style="list-style-type: none">• Serving through integrity and respect <p>Strategic thinking</p> <ul style="list-style-type: none">• Innovating through analysis and ideas <p>Engagement</p> <ul style="list-style-type: none">• Mobilizing people, organizations, partners <p>Management excellence</p> <ul style="list-style-type: none">• Delivering through action management, people management, financial management



Delivering Successful Projects Is Important To Me!

Bringing Together Project Stakeholders, Technologies, Ideas, and Information



A Well-trained and Accredited Project Management Practitioner / Specialist

Domain Experience: Business projects with information and communication technology (ITC) components. Operations & supply chain management, manufactured products, business systems and processes | end-to-end satellite and hybrid satellite / terrestrial wireless data products / services | invoice & statement production, relationship marketing, and collateral fulfillment | project management offices (PMO) / centers of excellence | deployment of IP-based telephony (VoIP) services.

Innovation Is My Strength; It's My Way of Working!

- A well-trained and accredited **Project Management Practitioner / Specialist** — having earned **PMP®**, **MoP®** - Portfolio Management Practitioner, **PRINCE2®** - Project Management Practitioner and **ITIL®** - IT Service Management, Foundation accreditation.
- Memberships: Project Management Institute, ID# 958851; The Association for Supply Chain and Operations Management (APICS), ID# 1234057; and International Institute of Business Analysis, ID# 42222; Toastmasters International, ID# 1063057
- GC Level II (Secret) clearance | Proficient in both official languages (bilingual English / French); GC Level CBB
- Education: Four years of post-secondary studies, including Project Management—PMI PMBOK-based; Marketing Management; Business Administration; Computer Programming and Networks; and APICS, CPIM Production & Inventory Management at Algonquin College of Applied Arts and Technology and CÉGEP (collège d'enseignement général et professionnel)

WORK HISTORY

Technical Specialist, Shared Services Canada, HQ, Ottawa, ON
Project Management Centre of Excellence, Project Management & Delivery Branch October 2017 – Present

- Providing support to the Project Governance & Oversight Division, Project Review and Oversight (PRO) Team

Technical Specialist/Portfolio Management Analyst, Shared Services Canada, HQ, Ottawa, ON
Project Management Directorate, Networks & End Users Branch June 2015 – October 2017

- Elicit, analyze, communicate, and validate requirements for development and changes to project portfolio management processes, policies, and information systems | Apply portfolio management accepted good practices | Improving stakeholder engagement and communication. | Promote collaborative working in pursuit of the organization's strategic objectives | Greater benefits realization and return on investment | Safeguarding that limited funds and other constrained resources are allocated to optimize strategic impact | Deliver and maintain strategic alignment.

Technical Specialist/Project Manager, Shared Services Canada, HQ, Ottawa, ON
Telecom & Cyber Security Projects Directorate, Projects & Client Relationships Branch June 2012 – May 2015

- Build and deliver national modernization projects with overall project costs of \$6M+ associated with the implementation of Government of Canada's Economic Action Plan (EAP) as part of the Deficit Reduction Action Plan (DRAP). Contributing to planning and decision making, and liaising with project stakeholders to collect and disseminate project information. Monitoring progress toward achievement, against measurable project goals and objectives. Collaborating with team members and stakeholders to develop project collateral and project artifacts. Actively participating in project work groups and providing recommendations to achieve goals.



Quick Response (QR) Code

Project/Program Officer, Canada Border Services Agency, HQ, Ottawa, ON
 Program Management Unit,
 Planning and Performance Management, Programs Branch

October 2011 – June 2012

- Maintain & evolve a new Agency-wide national management business model for the Branch. A model that entailed the identification of key national functional activities in the field. Each of these activities will have a related centre in Headquarters that will be responsible for setting annual national program performance for each activity; for allocating adequate resources to ensure the field can deliver the performance; and monitoring the performance throughout the year. The goal of this model was to ensure, on a national basis, disciplined performance and resource management according to clear expectations.

Project/Program Officer, Canada Border Services Agency, HQ, Ottawa, ON
 Project Support and Control Office (PSCO),
 Project Control Office (PCO), Programs Branch
 Project Management Office (PMO), Innovation, Science & Technology Branch

July 2011 – October 2011

April 2010 – June 2011

May 2007 – March 2010

- Maintain and evolve project management processes and templates — ensure alignment with Chief Information Officer Branch, Treasury Board of Canada Secretariat. Researching, analyzing and drafting discussion papers, briefing notes, reports, presentations and facilitating information sessions / workshops. Guiding, encouraging, supporting project management practitioners & stakeholders and providing project management oversight to support the successful completion of project life cycle processes and outputs (deliverables). Relationship building, breaking down silos, promoting cooperation, facilitating communication between individuals and groups. Project Management Information System (PMIS) design, analysis and reporting. As part of the PMO team, participated in new Treasury Board Secretariat policies for the management of projects, Group 1 Departments (PILOT). Reviewing supporting instruments to ensure that they are sufficiently robust and appropriate to support implementation activities beyond the pilot. Including, project management processes / templates and Project Complexity and Risk Assessment (PCRA) and Organizational Project Management Capacity Assessment (OPMCA).

PRIVATE SECTOR JOBS (NOVEMBER 1999—MAY 2007)

- **Production & Manufacturing Specialist / Marketing Analyst**, VISTAR Telecommunications | End-to-end Satellite and Hybrid Satellite / Terrestrial Wireless Data Products / Services, Ottawa ON
- **Project Manager**, Doculink International Inc. | Invoice & Statement Production, Relationship Marketing and Collateral Fulfillment, Ottawa, ON
- **Consultant/Project Manager**, Enterprise Systems & Solutions Group Inc. | Information and Communications Technology, Gatineau, QC
- **Project Manager**, Xmark Corporation (VeriChip) | Radio Frequency Identification (RFID) Solutions, Ottawa, ON

EDUCATION / CONTINUOUS LEARNING

MoP® - Portfolio Management, Foundation & Practitioner , SOMOS- PR-02 (Scotland) Ltd., Ottawa, ON	2015
Fundamentals of Business Analysis (BA) Course , ACAAT, Ottawa, ON	2013
BA Accelerated Requirements Elicitation & Analysis (Using Visual Models) Course , ACAAT, Ottawa, ON	2013
Project, Program, Portfolio Management (APMG-International Showcase Canada) , Ottawa-Toronto, ON	2012-13
Business Analyst (BA) World - Ottawa, 2-day Symposium / Conference , DBCC, Ottawa, ON	2011
Preparing a Business Case Course , Canada School of Public Service / TBS CIOB, Gatineau, QC	2011
PRINCE2® - Project Management, Foundation & Practitioner , SOMOS-Advantage Learning, Ottawa, ON	2011
Exam Prep for the PMP® Exam , Cheetah Learning, Ottawa, ON	2010
ITIL® - IT Service Management, Foundation Certification Course , Learning Tree International, Ottawa, ON	2010
Project Management Certificate , PMI PMBOK-based curriculum, ACAAT, Ottawa, ON	
Computer Programming and Networks (AEC) , Cegep, Gatineau, QC	1998
Business Administration, Business Certificate – Major in Marketing , ACAAT, Ottawa, ON	1990
Project Estimating and Scheduling Course , International Institute for Learning, Ottawa, ON	2008
Forecast Scheduling with Microsoft Project Course & PM Symposium , PMI OVOC, Ottawa, ON	2008
Introduction to Process Mapping Course , Excellence Canada (National Quality Institute), Ottawa, ON	2009
Change Management - Fundamental Strategies for Successful Change Implementation Course ,	



Quick Response (QR) Code

D.K. Neely and Associates Inc., Ottawa, ON

2008

Writing Briefing Notes Course, Canada School of Public Service, Ottawa, ON

2008

Professional and Technical Writing Skills Course, University of Ottawa, Ottawa ON

1992