

# Amina Cook

## Program Integrator

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### STRENGTHS

- 🗣️ **Effective Communication**  
Successfully articulated project objectives and challenges to diverse stakeholders, gaining their buy-in.
- 🧠 **Cross-Functional Collaboration**  
Merged the expertise of various teams delivering integrated solutions for demanding projects.
- 🛡️ **Risk Management**  
Anticipated potential risks proactively, instituting robust strategies that safeguarded project success.
- ★ **Leadership Skills**  
Actively mentored peers within project teams, fostering growth and encouraging initiative across tasks.
- 💡 **Problem-Solving Aptitude**  
Approached issues logically and creatively, leading teams to identify optimal path resolutions.

### SKILLS

- Program Management
- DoD Contracting Microsoft 365
- Risk Assessment
- Agile Development
- Earned Value Management
- Team Leadership
- Stakeholder Engagement
- Presentation Skills
- Cross-Functional Communication
- Strategic Thinking
- Quality Assurance
- Budget Management

### SUMMARY

Accomplished program integrator with over 12 years of experience in acquisition reporting and program management, specializing in DoD contracting and budgetary processes. Proven leadership in managing large-scale projects within fast-paced environments, effectively collaborating with cross-functional teams to deliver mission-critical capabilities. Strong proficiency in synthesizing complex data, developing impactful presentations, and briefing senior government leaders. Brought teams together under defined objectives while prioritizing stakeholder communication and quality product delivery during project lifecycles.

### EXPERIENCE

#### Program Integrator

University Project 📅 January 2023 - Present 📍 Los Angeles, CA

Lead a capstone project team focused on developing a ground system for a simulated Space Force mission. Collaborated closely to understand complexities involving DoD contracting. Managed project schedules and milestones ensuring timely deliverables aligned with academic goals. Integrated continuous learning on Adaptive Acquisition Framework into practical project applications.

- Designed and executed project schedules tracking milestones for timely completion.
- Conducted risk assessments and defined mitigation strategies achieving set goals efficiently.
- Collaborated with peers drafting reports for faculty review that received high commendations.
- Utilized Microsoft 365 tools for effective documentation and streamlined team workflows.
- Engaged in comprehensive updates and presentations for stakeholders enhancing transparency.
- Fostered team collaboration to leverage diverse skill sets driving innovative solutions.

#### Lead Developer

Hackathon Project 📅 March 2025 - April 2025 📍 Remote

Spearheaded a hackathon focused on creating an agile software prototype improving efficiency in defense acquisition processes. Conducted requirement sessions gathering user feedback, ensuring strategic alignment with DoD standards and regulations. Skills applied fostered teamwork and camaraderie among participants resulting in innovative outcomes.

- Led a team through the development of a prototype enhancing defense contracting processes.
- Conducted iterative sessions with end-users to adapt development based on feedback.
- Implemented earned value techniques maintaining detailed status reports to stakeholders.
- Strengthened compliance with Federal Acquisition Regulations through diligent oversight.
- Presented project results at the conclusion receiving recognition for technical execution.
- Managed team efforts ultimately achieving enhanced collaborative dynamics.

### LEADERSHIP & AWARDS

- Dean's List (2024, 2025)
- 1st Place, University Hackathon (2025)

### EDUCATION

#### Bachelor's Degree in Computer Science

University of Southern California 🎓 GPA: 3.8 📅 2026 📍 Los Angeles, CA

**Coursework:** Data Structures, Software Engineering, Systems Design, Database Management

### CERTIFICATIONS

- APDP PM Level II Certification 📅 2026

## Process Optimization

Data Analysis

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Program Integrator at University Project (3.4 Years)

● Lead Developer at Hackathon Project (1 Months)

## TECHNICAL SKILLS

- **Project Management Tools:** Microsoft Project, Asana, Trello
- **Software Development Tools:** GitHub, GitLab, Bitbucket
- **Agile Methodologies:** Scrum, Kanban, Lean
- **Documentation Platforms:** Confluence, SharePoint, Google Docs
- **Cloud Technologies:** AWS, Azure, Google Cloud
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Testing Frameworks:** JUnit, Selenium, Postman
- **Visualization Tools:** Tableau, Power BI, Excel
- **Database Management Systems:** MySQL, PostgreSQL, MongoDB
- **Presentation Software:** Microsoft PowerPoint, Prezi, Canva

## PROFESSIONAL AFFILIATIONS

- President, AI Club (2025)
- Member, Computer Science Society (2024-2026)

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST