

Amina Cook

(310) 555-1234

amina.cook@example.com

linkedin.com/in/aminacook

123 Main St, Los Angeles, CA 90001

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

January 2023 - Present

University Project

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

March 2025 - April 2025

Hackathon Project

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

2026

University of Southern California GPA: 3.8

Los Angeles, CA

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

CERTIFICATIONS

- APDP PM Level II Certification 📅 2026

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

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
- Process Optimization
- Data Analysis

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST