

Clara Lynch

(217) 555-0123 ✉ clara.lynych@email.com [in linkedin.com/in/clara-lynch](https://www.linkedin.com/in/clara-lynch) 📍 1234 Elm St, Springfield, IL 62704

SUMMARY

Dynamic Senior Program Manager with over a decade of experience in DoD acquisition and program management, focusing on aeronautical systems and maintenance activities. Proven track record in leading integrated management efforts and supporting high-visibility projects in alignment with DoD 5000.02. Expertise in Earned Value Management Systems enriches oversight and ensures compliance while driving stakeholder engagement. Strong communicator who bridges technicalities into strategic narratives for executive reflections, championing operational objectives. Eager to leverage deep-seated knowledge and collaborative approach at Innovative Solutions Corp., navigating new challenges.

EXPERIENCE

Senior Program Manager

January 2021 – Present

Advanced Defense Solutions

Troy, MI

Spearhead management execution across multiple ACAT I and II DoD acquisition programs, ensuring adherence to regulations and alignment with strategic directives. Lead resource management initiatives and team operations while upholding transparency and accountability at all levels.

- Cultivated seamless integration between cross-functional teams for project execution, resulting in enhanced program visibility.
- Developed and maintained high-level acquisition milestone documentation to drive clarity in communication and governance among stakeholders.
- Facilitated decision-making through timely preparation of reports and presentations for senior leadership, utilizing data analytics for insights.
- Managed sustainment and lifecycle support aligned with DoD 5000.02, guaranteeing system effectiveness and mission readiness.
- Mentored junior managers, establishing a culture of best practices adoption which enabled streamlined project workflows.
- Disseminated clear operational guidelines that led teams successfully towards achieving quarterly milestones.

Program Manager

March 2018 – December 2020

Tech Innovations Group

Columbus, OH

Oversaw a diverse portfolio of DoD acquisition programs emphasizing aeronautical ground systems. Drove effective planning and execution processes while continuously enhancing program performance metrics.

- Initiated development of detailed acquisition plans that facilitated superior coordination across teams and expedited implementation timelines.
- Executed performance assessments using Earned Value Management methodologies, allowing for precise adjustments and informed strategic shifts.
- Collaboratively partnered with executive leadership to prepare comprehensive briefing materials facilitating engagement with upper management.
- Strengthened operational documentation frameworks that improved speed and accuracy in approval processes, thus accelerating project progress.
- Integrated innovative practices within program execution empowering team adaptability to shifting priorities and challenges faced.
- Actively engaged stakeholders by aligning deliverables with their expectations, contributing to boosted program advocacy and focus.

LEADERSHIP & AWARDS

- Excellence in Leadership Award - Advanced Defense Solutions
- Outstanding Team Collaboration Recognition - Tech Innovations Group

EDUCATION

Master's Degree in Management

2016

University of Illinois Urbana-Champaign GPA: 3.8

Champaign, IL

Coursework: Leadership, Organizational Behavior, Strategic Planning, Financial Management

CERTIFICATIONS

- Project Management Professional (PMP) 📅 2017
- Certified Acquisition Professional (CAP) 📅 2018

TECHNICAL SKILLS

- **Project Management Tools:** Trello, Asana, JIRA
- **Financial Analysis Tools:** Costpoint, Primavera, MS Project
- **Communication Tools:** Slack, Microsoft Teams, Zoom

- **Reporting Tools:** Tableau, Microsoft Excel, Power BI
- **Acquisition Frameworks:** DoD 5000.02, FAR, DFARS
- **Data Analysis Tools:** R, Python, SAS
- **Collaboration Platforms:** SharePoint, Confluence, Google Workspace
- **Presentation Software:** PowerPoint, Prezi, Canva
- **Regulatory Compliance Standards:** ISO 9001, ISO 14001, CMMI
- **Database Management Systems:** SQL, Oracle DB, Access

SKILLS

- Program Management
- DoD Acquisition
- Earned Value Management
- Stakeholder Engagement
- Documentation & Reporting
- Team Leadership
- Resource Allocation
- Risk Management
- Compliance Monitoring
- Forecasting Methods
- Executive Briefings
- Lifecycle Sustainment
- Performance Metrics
- Cross-Functional Coordination
- Milestone Planning

PROFESSIONAL AFFILIATIONS

- Member - Project Management Institute
- Part of the Defense Acquisition Workforce Improvement Act (DAWIA)

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST