

Danna Villegas

Technical Program Manager

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📍 1234 Oak Street, Richmond, VA 23220

STRENGTHS

- 💡 **Innovative Problem Solver**
Developed methods that seamlessly integrated technology with user needs, elevating project outcomes considerably.
- 🗣️ **Effective Communicator**
Regularly engage stakeholders through updates, strengthening ties and mutual understanding throughout programs and projects.
- 📅 **Strategic Planner**
Crafted thorough execution plans, balancing resources and timelines skillfully to streamline project delivery.
- 👥 **Team Leader**
Encouraged teamwork, resulting in superior collaboration among teams striving towards shared goals and improvements.
- ⚙️ **Change Agent**
Drove overdue changes with sensitivity, supporting staff in adapting while preserving morale and productivity across projects.

SKILLS

Project Management

Cloud Solutions Risk Management

Stakeholder Engagement

Team Leadership Microsoft Office

Data Processing

Contract Execution

Enterprise Architecture

Communication Skills

Problem Solving Collaboration

Resource Planning

Operational Efficiency

SUMMARY

Results-driven Technical Program Manager with over 6 years of experience managing complex engineering projects within the Intelligence Community. Proven track record in leading cross-functional teams to deliver innovative solutions in cloud-based environments. Exceptional communication and organizational skills, adept in fostering collaborative relationships with stakeholders to achieve project objectives on time and within budget. Committed to enhancing operational efficiency and driving strategic initiatives through effective risk management and problem-solving.

EXPERIENCE

Technical Program Manager

Global Tech Innovations 📅 January 2021 - Present 📍 Arlington, VA

Led implementation of a sophisticated enterprise lab targeting over 150 users across diverse intelligence domains. Expertly managed cloud-based solution development with a focus on enhancing user experience. Fostered strong customer relationships through continuous updates and support to ensure engagement and satisfaction.

- Spearheaded implementation of multi-classification enterprise lab, significantly improving operational capabilities for users.
- Coordinated with engineers to devise a cloud solution that accelerated data processing speed by 30%, enhancing overall system performance.
- Acted as primary liaison with senior client officials, providing key status updates which boosted stakeholder trust and involvement.
- Crafted actionable project plans focused on resources and timelines, facilitating smooth contract completion phases.
- Established KPIs to track progress and identify enhancement opportunities, promoting continuous project advancement.
- Mentored junior team members, encouraging knowledge sharing and professional growth in program management.

Program Manager

Data Solutions Corp 📅 June 2016 - December 2020 📍 Alexandria, VA

Oversaw a significant engineering program transitioning legacy systems into a streamlined cloud environment. Collaboratively addressed customer challenges while enhancing readiness and compliance across various projects.

- Directly supervised high-impact program focusing on reducing costs by 25% through efficient modernization efforts.
- Collaborated closely with teams to fulfill promising customer needs, leading innovations that refined operational quality.
- Implemented proactive risk management practices capable of identifying potential disruptions early, ensuring service continuity.
- Managed all project outputs including financial, resource allocation, and regulatory compliance documentation.
- Fostered precise communication across technical and executive teams, clarifying objectives and securing commitment on deliverables.
- Streamlined procurement procedures alongside supply chain partners, achieving a notable improvement in project operations.

LEADERSHIP & AWARDS

- Dean's List, Virginia Tech, 2015
- Winner, National Engineering Competition, 2016

EDUCATION

Bachelor of Science in Engineering

Budget Management

Performance Metrics

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Technical Program Manager at Global Tech Innovations (5.4 Years)

● Program Manager at Data Solutions Corp (4.5 Years)

Virginia Tech 🎓 GPA: 3.5 📅 2016 📍 Blacksburg, VA

Coursework: *Systems Design, Project Management, Cloud Computing, Risk Analysis*

CERTIFICATIONS

- PMI Certified Program Management Professional (PMP) 📅 2021

TECHNICAL SKILLS

- **Project Management Tools:** Trello, Asana, JIRA
- **Cloud Platforms:** AWS, Azure, Google Cloud
- **Networking Standards:** TCP/IP, DNS, VLAN
- **Compliance Frameworks:** ISO 9001, NIST, HIPAA
- **Operation Tools:** Slack, Microsoft Teams, SharePoint
- **Security Protocols:** VPN, Firewall, Encryption
- **Analytics Software:** Tableau, Power BI, Excel
- **Documentation Standards:** IEEE, UML, CMMI
- **Financial Software:** QuickBooks, SAP, Oracle
- **Development Frameworks:** Agile, Scrum, Waterfall

PROFESSIONAL AFFILIATIONS

- Member, Women in Technology Association, 2020 - Present
- Volunteer, STEM Mentorship Program, 2019 - Present

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST