

OBJECTIVE

Project Management and Administrative Support

SUMMARY

Highly adaptive and conscientious administrator with 25 years of general support experience, 03 years as a Government contractor.

EXPERIENCE

02/2018 – Present (Secret) Government Property Administrator with ManTech International Corporation (ManTech) working under the NSWC contract (Engineering Services) to provide the following duties: Support the local supervisor through the development and execution of contract management and task management plans to ensure accuracy of contracting functions and proper staffing levels. Provide complete 1149 documentation forms to reflect change of ownership, accountability or location in accordance with FAR regulations. Review records for compliance to established policies and regulations. Supported annual inventories to plan and organize approximately \$6,000,000 in assets.

EXPERIENCE

08/2017 – 02/2018 (Secret) Administrative Specialist with Saalex Solutions Inc. working under a Naval Undersea Warfare Center (NUWC) contract to provide the following duties: Data entry into databases and applications such as Defense Travel System (DTS), Enterprise Resource Planning (ERP), Joint Personnel Adjudication System (JPAS), Total Workforce Management System (TWMS), Records Management System, property management systems and SharePoint sites. Created, processed and researched various purchase request, supply orders and training requests. Reviewed correspondence for consistency and conformance with the Naval Correspondence Manual; assured proper clearances were obtained when needed.

EXPERIENCE

11/2015 – 08/2017 (Secret) Management Analyst with ManTech International Corporation (ManTech) working under the NSWC contract (Engineering Services) to provide the following duties: Project/Program Administrator assisting the Program/Deputy Managers to develop and implement processes to execute Contract and Task level plans. Time Administrator monitored resources charged hours to correct charge codes. Quality Assurance Specialist supported the Monitoring Signal Data Converter (MSDC) program. General administrative support for Bangor Waterfront Operations (BWO.)

EXPERIENCE

11/2014 – 11/2015 Central Kitsap School District: Para Educator and Support Secretary to provide the following duties: Tutored and assisted Autistic, Deaf and Special Needs students from pre-school through age 21 individually or in small groups to reinforce learning concepts. Support secretary duties as needed.

EXPERIENCE

06/2015 - 09/2015 Chiropractic Lifestyle Center: Chiropractic Assistant to provide the following duties: Managed appointments, prepared treatment rooms for patient examinations. Operated fax machines, copiers and other office equipment. Performed clerical duties as assigned, collected payments from customers. Monitored office and nutritional supplies inventory and reordered as required. Recorded vital statistics of new chiropractic and nutritional consultant patients.

EXPERIENCE

03/2008 - 02/2009 Computer Solutions Technology Project Manager to provide the following duties: Managed and scheduled resources across multiple projects. Managed expansion project of approximately 4,000 foot headquarters space. Managed telecommunications upgrade, Cisco Unified Communications, Server Migration and Disaster Recovery projects. Developed budget, managed and tracked costs. Scheduled rollout of 2,500 + Dell computers, HP and Lexmark personal and network printers and scanners. Developed software installation and hardware setup procedures for the deployment by 20-30 technicians. Prepared weekly, monthly, and quarterly project schedules and cost reports. Managed a system update patch for over 3,500 Dell systems on over 30 campuses, including replacement of video cards, upgrading BIOS, and replaced bezels on floppy drives. Recruited, trained, and managed up to 30 technicians for projects.

EXPERIENCE

01/2004 - 11/2007 Rackspace Managed Hosting (multiple roles) to provide the following duties:

- Project Manager

Facilitated asset management of over 400 computers/monitors during the relocation of the company, within the Project Management Office. Managed the Data Warehouse department during the start-up program of a 30-day release cycle and Business Intelligence Implementation.

- Assistant Building Operations Manager

Assisted managing the day-to-day operations of the maintenance/receptionist team and vendor relations. Managed an expansion project for a 160,000 ft² space which included the installation of cubicles, furniture, flooring, computer infrastructure, data/telephone cabling, electrical wiring, and HVAC for over 1000 workstations and a fitness center.

- Space Planning Coordinator: Duties and Related Skills

Coordinated space planning/redesign and updated floor plans for the new configuration in Autocad. Generated financial reports and tracked expenses for the projects in Excel.

- Emergency Conditions Team (ECT) Coordinator

Managed the ECT Quadrant Wardens, including scheduling/tracking individual training in First Aid/CPR/AED and fire extinguisher usage. Created and posted evacuation maps for each floor, coordinated the initial evacuation drill for the company involving over 800 employees.

Elizabeth B. Voss, CAPM

EDUCATION AND TRAINING

San Antonio College: San Antonio, TX, Associate's Degree 12/1992

Providence High School: San Antonio, TX, High School Diploma 05/1985

Certificates of Completion 2015-Present:

UDEMY.COM:

Certified Lean Management (ASQ aligned), Lean Six Sigma Primer, Quality Management Essentials Simplified, Introduction to SW QA Testing Professionalism, Six Sigma White Belt, Six Sigma Yellow Belt, Six Sigma Green and Black Belt Combined, Quality Management Systems, Management and Control, Learn How to Become an Amazing QA Professional, Life Coaching 200 Hour Certification, Military Transition: Life Coaching for Ex-Military Personnel, NLP Practitioner Certification

MANTECH – GOVERNMENT PROPERTY MODULES

Utilization and Reutilization, Reporting to the Government Furnished Property Registry, Property Closeout, Property Move Order, Government Property Records, Maintenance, Fundamentals of Government Property for Contract and Program Management, TMAS (Tools, Material and Spares) Module

MANTECH – VARIOUS TRAINING

Better Business Writing, Communication Management for PMs, Conflict Resolution, ConstantView: CDRL Tracking, Document Management, Task Tracking. Contract Setup and Contract Administrator, Cyber Awareness, Developing an Integrated Project Management Plan, Developing the WBS and BOE, Introduction to ISO 9001, Introduction to Risk Management, Mastering Difficult Conversations in the Workplace, Privacy Awareness, Product Design and Integration, Project Planning and Monitoring, 2016/7 DoD Annual Security Refresher, Requirements Development and Management, Sexual Harassment: A Respectful Workplace for Employees, Subcontracting Process for Project Managers, Understanding the Quality Framework, Using DISC Personality Diagnostic to Effectively Communicate, Verification and Validation Process.

CAREERACADEMY.COM:

Certified Associate in Project Management Course, Introduction to Project Management, Introduction to Project Management Fundamentals, Managing Project Teams, Executive Strategy and Management, Microsoft Office Specialist (Word, Excel).

UNIVERSALCLASS.COM:

ABCs of Technical Writing, Administrative Assistant 101, Business Ethics, Business Math 101, Business Professional Level 1, Business Professionalism, Business Writing Basics, Effective Communication 101, Excel 2013, General Secretary 101, Interview Skills, Managing Your Career, MS OneNote 2013, MS Outlook 2013, Mindfulness in the Workplace, MS Word 2013, Problem Solving Strategies, Project Management 101, Sensitivity Training in the Workplace, Speed Writing 101, Spelling 101, Telephone Skills and Quality Customer Service, Typing and Keyboarding 101, Writing Basics 101: Spelling, Grammar, Punctuation, Writing Structures.

Elizabeth B. Voss, CAPM

CURRENT CERTIFICATIONS:

Project Management Institute:

Certified Associate in Project Management (CAPM) 2017

FORMER CERTIFICATIONS:

Project Management Institute:

Project Management Professional (PMP) 2008-2012

Texas Engineering Extension Service Certifications 2004:

Certified Service Technician - Academic Achievement Award, A+ Certified, IT Project +, Customer Service Specialist, Certified Network Systems Technician

New Horizons Computer Learning Center 2003:

Microsoft Certified Systems Engineer + Internet