

OBJECTIVES

I am looking for an opportunity that leverages my technical proficiency, interpersonal and organizational skills, and that can fully utilize my experience and joy of technology.

EXPERIENCE

Senior Program Management Analyst

Advanced Micro Devices, 2004—Present

At AMD, I have contributed to the successful planning and completion of multiple development programs for new AMD products. I have been an active participant in all phases of product development, including definition, planning, and execution. My contributions to these programs have included budgeting resources, researching new technology initiatives, and scheduling critical program milestones. After completing these planning activities, I have coordinated and guided engineering teams to execute the manufacturing and validation of prototypes and production materials for all internal AMD teams, its partners, and customers. Along with these activities, I have been an enthusiastic participant in multiple initiatives to enhance team efficiency, communication and planning.

Systems Analyst II

Texas Department of Human Services, 2003—2004

At TDHS, I participated in the development and maintenance of an automated documentation system that deployed new TDHS laws and rules created by the Texas Legislature to the Internet. In this role, I used my expertise in content management and project development in order to streamline the work process to publish our content in a timely manner.

Apple Care Professional Support

Apple Inc./Adecco - 2002—2003

I provided professional level support to clients and customers of Apple Inc. for multiple software programs and hardware systems. In this role, I helped customers resolve technical issues with their systems, assisted customers with purchasing decisions, and contributed writing and editing support documentation published to Apple's technical support library.

Teachers Assistant

Texas School for the Blind, 2001—2002

At the Texas School for the Blind, I assisted teachers and school staff with children on and off campus. I provided one-on-one assistance to the children (ages 6-21) of the school, aiding them in their learning of basic life and social skills.

Lead Content Development Conversion Specialist

ibooks.com , 1999-2001

As the lead for the Content Development & Conversion division, I was responsible for developing my team's skills and to ensure that our content was delivered timely to our editorial team. I participated in the development and maintenance of a book publishing software system that would convert published books source content and publish for sale online. Many of the methods that I helped to develop contributed to the usability standards for online book management and distribution that is seen online today.

SKILLS

I have an extensive understanding of most productivity suites, program management software, and authoring tools. I have a good understanding of Perl, PHP, and appreciate Regular Expressions. I have the aptitude to dive into new software and to quickly develop new skills. I can clearly deliver program status to team members, customers, and management at all levels. I have the ability to motivate and drive teams toward the completion of program goals and objectives, while maintaining fun and active participation. I have dexterity in maintaining multiple projects and tasks, while completing them in prioritized fashion.

EDUCATION

Texas State University, College of Liberal Arts; San Marcos, TX
Bachelor of Arts in Political Science & Minor in Business Management, May 2007

MILITARY SERVICE

Lance Corporal/E-3

U.S. Marine Corps, 1st BN 7th Marines - 1995-1999

Assigned to the 1st Battalion 7th Marine Regiment, Head Quarters Company, I provided logistic and field support to this frontline infantry battalion. I participated in the planning, and distribution of roughly \$50m in USMC assets to individual Marines at multiple drop points in Thailand, Japan, and the United States. In December of 1998, I was awarded an early Honorable Discharge to pursue my higher education goals.

Awards & Certificates:

- Marine Corps Good Conduct Medal - 1996, 1998
- Certificate of Commendation, USMC - 1995, 1997
- National Defense Service Medal, USMC - 1994
- Honorable Discharge, effective March 1999