

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **Migration Analyst**.

Duty Location:

Crystal City, VA Norfolk, VA San Diego, CA

**Minimal travel may be required.*

The Migration Analyst will:

The NESD Cloud Migration Analyst will provide project analysis expertise in the areas of requirements validation, network infrastructure, plans and policies, operations, organization, migration implementation, and scheduling. They will support PMW 250 efforts to review the current-state analysis and conduct the required engineering analysis to support the Cloud Migration effort, consisting of engineering artifacts related to the transitioning Help Desks. The Migration Analyst will assist with the generation and management of all Technical Documentation required to support project requirements throughout the lifecycle. The Migration Analyst will also assist the Program Office in the preparation of program risk (uncertainty) and sensitivity/analyses, required metrics tracking, and other project-related reporting and documentation (as requested by the government), as well as analyze policies and technical documentation, as assigned by the Project Manager or designated government representative. The Migration Analyst will perform project analysis support within the timeframe and formats assigned, meet the quality and technical requirements of the customer, and all submitted work shall be accurate and complete.

Qualifications and Education Requirements:

- ITIL v3 Foundation Certified (Preferred)
- Bachelor's Degree or equivalent related experience
- 5+ Years of experience in Information Technology (IT)
- DAU Acquisition 101 (Preferred)
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Preferred Skills:

- Strong coordination, organization, teaming, and collaboration skills

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- Ability to work under pressure and time constraints
- Experience in large, geographically disparate IT environments
- Demonstrate excellent written and oral communication skills
- Ability to work with minimal guidance and meet deadlines on schedule
- Ability to work independently and prioritize tasking effectively
- PMP Certification preferred, but not required
- Strong MS Office suite skills, especially Word, PowerPoint, and Excel
- Familiarity with DoN command organization and IT Networks, Systems & Services
- Active SECRET security clearance (Preferred) or the ability to obtain a SECRET clearance

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

Tiffany A. Cannon
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