

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 **Technical Program Management Specialist**. The Technical Program Management Specialist will provide technical professional management and expert support services to a Department of the Navy, Program Executive Office responsible for one of the Navy's largest Acquisition Category (ACAT) I Information Technology programs. Experience with Navy IT/ERP Programs and demonstrated technical program management support that will help with resolving implementation, operations and sustainment problems as well as provide quality information to assist the client in informed decision making.

Duty Location:

Washington, D.C.

Travel Required:

Occasional Travel Required

The Technical Program Management Specialist:

Must have experience with providing technical program management support to leadership of a complex Information Technology (IT) system. Specifically, enterprise resource planning system upgrade and sustainment; business process reengineering and demonstrated experience using best business practices on technology programs. Responsible for gathering status from multiple Navy and Contractor entities, research and prepare program documents such as BCAs, SLAs, white papers, program status reports, senior-level briefing materials, and actively update APM of progress. Effectively solve problems and recommend improvements.

Qualifications:

- Strong communication skills
- Ability to work with minimal guidance and meet deadlines
- Ability to prioritize tasks
- Conduct research necessary to complete documentation such as BCAs, white papers, plans, etc.

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- Perform communication with multiple Navy and Contractor entities
- Prepare presentation materials, quad charts, dash boards, for various levels of management, from Program Office to 3 Star, to allow informed decision making
- Participate in program meetings, track decisions, action items, and follow through to ensure completion
- Actively review processes and recommend improvements, additions, and changes to provide efficiencies and increased value to the project.

Required Qualifications:

- Must have strong Microsoft Office suite skills, especially Power Point, Word, Excel
- 5 years as a large IT system program management support
- Department of the Navy experience a plus · PMP Certification (desired) or DAWIA III (desired)
- Must have Active 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

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