

Taliaferro White

70 I Street SE, Apt 1035 • Washington, DC 20003 • Phone: (443) 226-7608 • Email: tally.white@gmail.com

Clearance

DOE L, 2011
Equivalent to Secret
Clearance

Key Skills

Project and Program
Management

Project Planning and
Scheduling

Earned Value Analysis

Risk Management

Quality Management

Configuration Management

Budget Management and
Analysis

Business Process Analysis

Communications

Education

BS in Political Science,
Spring, 2004
Hampton University

MS in Project Management,
Spring 2012 (Expected)
*University of Maryland

** University of Maryland is
recognized by the Project
Management Institute
(PMI) Global Accredited
Center (GAC) for Project
Management Educational
Program*

PROJECT MANAGEMENT SPECIALIST

Expertise in Project Management/Planning

I currently support the Office of the ACIO for Cyber Security (IM-30), Program Management Office (PMO) as a Project Management Advisor. My focus is based in the design, planning, management, and improvement of our Program Management Office capabilities and infrastructure. The PMO is designed to enhance the organizations efforts regarding information security, risk, and compliance management programs and initiatives.

My most outstanding skills include:

- Leadership skills
- Strong oral and written communication skills
- Ability to work independently and as a team member
- Project Management Skills including:
 - Project Planning
 - Critical Path Analysis
 - Earned Value Analysis
 - Specialize in the development and implementation of integrated project schedules with multiple complex layers for agency-wide projects and initiatives.

Technology Summary

Software:	RSA Archer
	Trusted Agent
	Drupal CMS
	SharePoint
	MS Office (Word, Excel, Outlook, PowerPoint)
	Microsoft Project
	Microsoft Access
	Microsoft Visio
	Adobe Acrobat Professional
	Adobe Creative Suite
	Listserv Maestro 4.0
	Listserv 15.5
	List Manager 3.1
	iMIS 10 Database
	Timss Database

Experience

Trowbridge & Trowbridge, LLC, Vienna, VA

Project Management Advisor

DOE, Office of the Chief Information Officer, Program Management Office

Sept. 2010 – Present

- Advisor for the Department of Energy, Office of the Chief Information Officer, Office of the ACIO for Cyber Security, Program Management Office (PMO) responsible for conducting day to day tasks including but not limited to:
 - Management of customer expectations and company resources
 - Customer liaison and support
 - Document creation, review and editing
 - Development and maintenance of integrated master project plans and risk mitigation plans for multiple projects
 - Project analysis including critical path analysis and variance analysis
 - Conduct periodic reviews to highlight and identify PMO accomplishments, open actions, and project risks

- Lead for DOE Program Management Office (PMO) Infrastructure Implementation
Tasks include:
 - Management of the tasks and resourcing for the work regarding the creation of the Program Management Office (PMO) business processes, communication networks and the design of the supporting software application (SharePoint)
 - Document, monitor and communicate project milestones and risks with appropriate stakeholders
 - Define scope and requirements of the project on an enterprise level as well as within specific business units
 - Communicate project deliverables and schedules
 - Track all deployment issues, functional and technical, to assure timely resolution by appropriate internal and external resources

- Project Planner for DOE deployment of RSA Archer Enterprise Governance, Risk, and Compliance (eGRC) Application.
Tasks include:
 - Document, monitor and communicate project milestones and risks with appropriate stakeholders;
 - Define scope and requirements of the project on an enterprise level as well as within specific business units;
 - Communicate project deliverables and schedules;
 - Accurately estimate work effort for the project projects including cost, schedules, date management, and other project related activities;
 - Earned value analysis and reporting including critical path analysis and variance analysis;
 - Track all deployment issues, functional and technical, to assure timely resolution by appropriate internal and external resources.

- Lead for DOE Office of Cyber Security Web Management
 - Office of Cyber Security web design and maintenance
 - New page/site development and Drupal migration
 - Powerpedia, IM-Wiki, and Energy.Gov point of contact for the Office of Cyber Security

- Cyber Security Contract Performance Reporting
 - Providing accurate and timely project/task status reports for scope, cost control, schedule, project phase, risk management, milestone tracking, and deliverables within the Cyber Security contract (IM-30, IM-31, & IM-32).

Project Scheduler & Technical Writer

DOE, Office of the Chief Information Officer, Trusted Agent (TAF/TACA) Project
Apr. 2010 – Sept. 2010

- Project Scheduler for the DOE deployment of Trusted Agent solution.
Tasks include:
 - Development and management of the integrated master project schedule with multiple/complex layers within the work breakdown structure
 - Develop work package plans/timelines for incoming projects
 - Analyze validity of schedules submitted by outside parties/vendors
 - Brief Senior Level Management on the status of the Project
 - Track progress for project tasks assigned
- Technical Writer for the DOE TAF/TACA Project.
Tasks Include:
 - Document creation and review for the official Project Documentation (Project Management Plan, Communications Plan, Risk Management Plan, Infrastructure Plan, Configuration Management Plan)
 - Reviewed and edited the application Training Plan and materials;
 - Reviewed and edited the application Test reports, standard operating procedures and other documents as required.

American Bar Association, Washington DC

Program Manager

Section of International Law
Sept. 2006 – Apr. 2010

- Management of the Section of International Law’s Committee Program (60+ committees).
Task include:
 - Management of the Section’s committee projects from inception to completion. Responsible for creating plans of execution, schedule, and helped to define the measure of completion.
 - Management of the committee program budget.
 - Document, monitor, and communicate committee activity to Section Leadership, Executive Management and stakeholders.
 - Management of the program website including the design/maintenance of the program pages and 60+ committee sub-sites.
 - Management of all committee programs including program planning, marketing, registration, and logistics. Events include: Continuing Legal Education (CLE) seminars, planning meetings and receptions.

Committee & Membership Coordinator

Section of International Law, Washington, DC
May 2005 – Sept. 2006

REFERENCES AVAILABLE UPON REQUEST