

# MICHAEL J. NEISES, PMP

Scottsdale, AZ 85262 | (571) 233-0575 | [neises.m@gmail.com](mailto:neises.m@gmail.com) | [www.linkedin.com/in/michaelneises](http://www.linkedin.com/in/michaelneises)

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## Portfolio & Project Management, PMP | Project Management Office (PMO) Operations Management | Business Analyst

### Global Operations | Process Improvement | Risk Mitigation | Communications

Program and project management professional providing leadership, organization and coordination in areas encompassing portfolio planning, operations and resource allocation. Ensures all projects administered adhere to the best practices and standard approaches; manages change and promotes the continuous improvement of project management-related processes. Completes implementation of programs and subsequent training of end users, resulting in increased profitability and employee engagement.

**Portfolio Management, Program / Project Management** - Managed a \$200 million portfolio and project management team. Achieved milestones and kept projects within budget and on time. Collaborative team leader with a motivational style that propels performance and sustains accelerated growth.

**Process Improvement & Change Management** - Championed Structured Improvement Activities (SIA). Improved personnel management and accountability, intelligence and process cross sharing; managed financial processing involving 26 subcontractors.

**Global Operations** - Managed teams in the United States, Middle East, Central Asia, and South America. Fulfills operational requirements and intelligence gathering, analyzing data requirements for future tactical and strategic operations.

**Communications Management** - Guides stakeholders in defining project scope and ensuring the effective utilization of resources. Develops, adapts and implements communications management plan to incorporate relevant stakeholders. Prepares and presents status and content to leadership teams, regulators and internal auditors.

## PROFESSIONAL EXPERIENCE

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Conduent, Tempe, AZ

July 2018 – March 2019

### PROGRAM DIRECTOR

Provide overall management and support for concurrent projects supporting Arizona State Superior Courts, Fines, and Fees & Restitution Enforcement. Serves as a conduit between customers, development team and management. Applies best practices to ensure projects run efficiently and that risks are communicated. Work with leadership to define and plan new projects and roll out group-wide initiatives. Collaborates with relevant stakeholders to ensure projects are executed successfully and within planned budget.

Achieves operational objectives via business analysis and adjusting strategic plans and reviews; prepares and completes action plans; implements production, productivity, quality, and customer-service standards; resolves problems; completes audits; identifies trends; determines system improvements; and implements change.

- Meets financial objectives through diligent forecasting and reporting; preparing annual budgets; identifying revenue expenditures; analyzing variances; and initiating corrective actions.
- Handles relevant talent acquisition and staff management responsibilities.
- Implemented a dashboard that allowed for first-look program metrics outlining financial objectives by forecasting requirements; annual budget, scheduling expenditures, displaying variances, contribution margins, and performance reports viewable/accessible by team members, utilizing one report instead of compiling seven different reports.

Relocated Reston, VA to Scottsdale, AZ

April-2018 – June 2018

**Leidos, Reston, VA (Acquired Lockheed Martin IS&GS Division)**

**March 2016 - March 2018**

**OPERATIONS & INTELLIGENCE INTEGRATOR LEAD**

Provided coordination between general and supporting staff in planning, development, and execution of strategic, operational and tactical initiatives. Generated, authored and implemented operational intelligence. Trained, advised and assisted Directorate mission plans supporting campaigns in Kabul, Afghanistan and home-base, Reston, VA.

- Advised and collaborated with senior leadership (Colonels and above) in providing strategic operations analysis to agencies/offices directly supporting the President of Afghanistan and seven Afghan military corps.
- Developed detailed process information flow between different sections of the Afghan National Police agency - identifying information gaps, streamlining processes – resulting in clear-cut communication channels that improved efficiency by 30%.

**Lockheed Martin Corporation (IS&GS)**

**August 2008 – March 2018**

**PROGRAM MANAGEMENT OFFICE (PMO) (ANNEX) LEAD**

**May 2012 – February 2016**

Provided key lead support for Program Managers and staff, exceeding goals and objectives for Task Order Acceptance Quality Limit (AQL) metrics. Controlled costs in deployment, travel, and administrative procedures for over 500 personnel during surge mission support. Provided oversight, training and accountability for day-to-day office procedures and prepared for contingencies.

- Fully engaged in management of multiple \$50 million Task Orders (combination of fix priced and cost plus/award fee contracts)
- Adjusted team focus to developing personnel with central management of the process flows. Team received initial Special Recognition Award (SRA) given on contract.
- Champion for three Structured Improvement Activity (SIA) resulting in immediate implantation of improved processes;
  - 1<sup>st</sup> SIA provided an 83% time improvement in personnel reporting and accountability
  - 2<sup>nd</sup> SIA Human Intelligence cross sharing (Classified application)
  - 3<sup>rd</sup> SIA involved subcontract companies financial processing, reducing reporting lag by 25%
- Developed mission requirements during transitional organization resulting in establishment of key milestones on Transition Matrix Plan. Prepared Request to Purchase, Travel Authorizations, Line of Effort (LOE) manpower labor charging, and Extended Work Week authorizations, with 99.7% accuracy, exceeding AQL highest standard given by customer.
- Staffed PMO to centralize daily operations and to provide instant answers to queries from supported organizations and entities. Provided effective way to confirm metrics and current operations.
- Developed accounting SharePoint site for sub-contractors that resulted in a 30% improvement in on-time invoicing.
- Oversaw an increase in work force from 300 to 500 FTE in support of increased global operational and intelligence missions. Developed administrative procedures allowing for concurrent hiring actions using streamlined hiring procedures. Hired additional personnel within 6-month timeframe.
- Team awarded for special recognition in achievements – first team to receive this type of award

**OPERATIONS AND INTELLIGENCE MANAGER, UNITED STATES MISSION – IRAQ    October 2011 – April 2012**

As United States Mission (USM-I) for national-level Special Operations forces in Iraq. Demonstrated expertise in austere combat support environment integrating with various division staffs and executive officers providing actionable intelligence products and support

- Develop and implement short and long range “Way Ahead” roadmaps providing detailed processes and summaries for Iranian military units detailing analysis procedures and intelligence applications



**Lockheed Martin (cont'd)**

**SENIOR OPERATIONS ENGINEERING MANAGER (OEM)**

**July 2010 – September 2011**

Served as Deputy and acting Senior OEM supervising three Program Managers with contracts supporting Department of Defense (DoD) and Homeland Security agencies valued at \$200 million annually. Led LOE initiatives for three contract proposals. Implemented new onboarding procedures that allowed for smoother, seamless hiring of new employees. Coordinated and advised 26 sub-contracting companies on incorporation of client policies and procedures and corporate policies and directorates. Point-of-contact for accounting in hardware acquisition, LOE and overtime hours, and travel/deployment confirmation with five outside offices.

- Diligence and follow-through resulted in contracted personnel in completion of LMC personal compliance training achieving over 80% improvement from previous year

**DIVISION SUPPORT TEAM OPERATIONS AND INTELLIGENCE INTEGRATOR LEAD** **AUGUST 2008 JUNE 2010**

Principle “reach-back” consultant & advisor-coordinating and directing intelligence support requested by various Special Forces Task Forces and Joint Forces within Multi National Division Baghdad (MND-B) supporting numerous military operations throughout the country.

- Implemented direct liaison with other in country agencies
- Key member of Division level staff supporting current and future military operations
- Developed instant warning application alerting soldiers to improvised explosive devices (IED) zone areas on U.S. Army Common Operating Picture software application

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**MILITARY EXPERIENCE**

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**United States Army, Retired, Fort Huachuca, Arizona**

**20 YEARS**

**ALL SOURCE INTELLIGENCE ANALYST**

**Honorable Discharge**

Served as the First Sergeant for three companies within the Intelligence field with over of 160 plus soldiers and civilians with worldwide deployment capability. Responsible for intelligence teams in conducting data collection, analysis, collaboration, production in development of real-world intelligence products; Principle advisor to senior leadership

**Key Leadership Assignments**

First Sergeant and Battle Staff - National/Theater, Joint and U.S. Army J2/G2 Intelligence Leadership

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**EDUCATION & CERTIFICATIONS**

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**Master of Arts**, Organizational Management

University of Phoenix

Phoenix, AZ

**Bachelor of Science**, Information Systems

Wayland Baptist University

Plainview, TX

Project Manager Professional (PMP) Certification – Project Management Institute

Lockheed Martin Formal Training

Six Sigma Green Belt | Performance Management Process | Control Account Manager (CAM)

Contract/Capture Manager

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**CORE COMPETENCIES**

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Change Management | Vendor Relations | Portfolio Management | Internal Controls | Procurement | Training  
Risk Mitigation | Communications Content | Reporting & Presentations | Budgeting | Governmental Agencies  
Negotiations | Performance Management | Process Re-Engineering | Relationship Management  
Microsoft Office Suite: Word | Excel | PowerPoint | Access | Visio | Project and SharePoint | JIRA