

# STEPHEN E. VEDA

Macomb, MI 48042  
StephenVeda@gmail.com

(586) 822-6557  
www.linkedin.com/in/StephenVeda

---

## Agile Practitioner

- Established workplace-training initiatives in multiple states
- Collaborated with cross-functional International and Regional Teams to develop project tasks and activities.
- Established Project Charters, Cost Baselines, and Schedules
- Conducted Pairwise/Link Analyses to develop Work Breakdown Structure and Strategic planning priorities

Twenty years of leading project management initiatives from conceptualization through project closing. Excellent interpersonal skills and a versatile professional with strong management, servant leadership, and organizational skills. Leveraged Commercial-off-the-Shelf (COTS) software Microsoft Office/Teams/Project, SharePoint, One Drive, VMware, Slack, Discord, Jira, Google Files/Doc/Hangout, and AWS.

---

## Education

<b>Master Professional Studies, Information Technology Management,</b> Georgetown University	2019
<b>Graduate Certificate, Applied Intelligence,</b> Tom Ridge School for Intelligence Studies, Mercyhurst University	2014
<b>Bachelor of Arts, Intelligence Operations,</b> American Military University	2013

## Professional Certification/Training

- Project Management Professional (PMP# 2988912, Expires: 19 March 2024)
- Google Data Analytics (Currently enrolled)
- PMI – Agile Certified Practitioner (Currently enrolled for examination)
- Organizational Performance Improvement Course (SIPOC, SWOT, Stakeholder Analysis, and WBS)

---

## PROFESSIONAL EXPERIENCE

### United States Coast Guard

2002-Present

#### Sector Command Center Buffalo, NY

*Assistant Director | Emergency Operation Center | 2020-Present*

- Managed core development workplace-training initiatives and built the user interface/experience, which led to a 90 percent increase in the personnel performance appraisals of 35 individuals.
- Led teams in implementing sprint planning, backlog grooming, change management plans, and retrospectives; managed the team effort in implementing change in 20 training events reducing 10 hours per month of rework.
- Implemented a workforce analysis metrics program in Personnel Management, Risk Management, and Quality management to provide visibility to stakeholders and identified high performers. HR recommended four of our personnel for management positions.
- Developed and maintained productive working relationships with international and regional stakeholders to manage and negotiate for resources; liaised with key clients, vendors, and outside business interests.

## **Sector Command Center Buffalo, NY (Continued)**

- Led a team to analyze project benchmarks; conducted root causes analyses in over 600 incidents and escalated impediments to leadership to ensure quality control parameters conformed to Federal Search and Rescue guidelines.
- Led a team to build five internal division websites; utilized Microsoft Project to collaborate with eight members to implement the project goals; improved accountability by adding milestones to ensure client satisfaction and collaborated with sponsors to validate change management recommendations. After the project completion, conducted a formal review with sponsors to ensure acceptance and satisfaction.
- Led teams in the development of Use Case Personas, Software Requirement Specifications for functional and non-functional requirements, Identified and removed technical and organizational challenges by implementing communication plans, generated solutions for the internal Command Center division-educational forums; teams efforts reduced 20 hours per week in routine maintenance.

## **Sector Command Center Detroit, MI**

*Assistant Director* | *Emergency Operation Center* | 2016–2020 | 2006-2011

- Maintained COTS software and Monte Carlo Simulations in time-sensitive situations to organize and provide data-driven analyses to investigate, measure, and forecast trends on executive status dashboards to highlight project hazards and general project delivery progress, saving 440 lives and \$29.3M in property.
- Maintained a program-level view and recognized Air Station Detroit's Enterprise Servers were nearing the end of the Service Development Life Cycle (SDLC); designed physical security, disaster recovery and configuration plans, and additional related ATO documents for onsite enterprise information system. Collaborated with a team in conducting a system assessment for federal system for compliance with NIST standards.
- Led 600+ daily stand-up meetings with diverse functional managers; each managerial position led a 15-member team; results identified potential adverse risks, project impediments, or preexisting issues in the completion of assigned activities or task objectives; influenced team actions mitigated harmful risk exposure, discussed scheduling conflicts, and sought solutions for emergent task objectives.
- Led multiple projects and teams, facilitated Pairwise/Link Analyses, Use Case Personas, Mind Mapping, and SWOT in 700+ emergency management situations, compared the historical/current operational velocities to quantify risk and team effectiveness; communicated scope, goals, milestones, qualitative/quantitative assessments, and change requests to stakeholders and clients utilizing Coast Guard proprietary software.
- Volunteered services for a client and conducted a 5-year budget analysis, including ROI breakdown with P&L estimates and revenue stream recommendations; the client used documents to start a business.
- Removed impediments to the team by collaborating and communicating technical issues to the Coast Guard Public Key Infrastructure Registration Authority; credentialed an additional 20 administration and user accounts for office servers.

## **Sector Command Center Boston, MA**

*Personnel Supervisor* | *Emergency Operation Center* | 2014-2016

- Led discussions with ten local government stakeholders and third parties to integrate into the urban area security initiative program. Facilitated cybersecurity discussions and addressed concerns with federal stakeholders; the highly detailed project provided access to a \$100M microwave antenna network of 400+ secure forward-looking infrared cameras, reduced response times for maritime emergency management crises. During the closing phase, led the team in a retrospective to capture lessons learned for future technology acquisitions.

STEPHEN E. VEDA

[STEPHENVEDA@GMAIL.COM](mailto:STEPHENVEDA@GMAIL.COM)

[www.StephenVedaResume.com](http://www.StephenVedaResume.com)