

## BRITTNEY H. HINES

11201 RESTON STATION BLVD, RESTON, VA 20190

(571) 991-2283 ▪ Brittney.hines.bh@mail.com

- Active Top-Secret Clearance with SCI;
- Strong analytical and problem-solving skills;
- Effective negotiation skills with the ability to proactively communicate with stakeholders to gain support;
- Methodically resolve difficult and complex issues;
- Technical communication and project management skills.

### Work Experience

#### **Business Manager**

#### **General Dynamics Information Technology**

McLean, VA  
March 2022 to Present

- Serve as the primary liaison between the designated Senior Executive (SE) and other Agency Senior Executive managers, other managers, and staff.
- Coordinates the workflow of multiple critical issues within a continuously adapting schedule for the assigned SE, cognizant of the criticality, sensitivity, and confidentiality of the issues both internally and externally within the Agency, Congress, other Intelligence Community organizations, and the private sector.
- Provides support to 2-4 government staff simultaneously.
- Summarizes lengthy correspondence, highlighting key issues, topics or sentences; follows up to ensure proper and timely action taken as needed.
- Researches and prepares background information and/or talking points papers, as needed on the meeting attendees and/or topics of interest for the meeting.
- Develops and maintains accurate records and files management systems.
- Acted as the primary point-of-contact and action officer for the Office of General Counsel within the Office of Director of National Intelligence (ODNI)
- Developed status dashboard for senior leaders covering multiple ongoing projects, which were assigned to over thirty attorneys
- Coordinated internal and external projects with more than twenty sub-agency departments to ensure smooth collaboration and timely delivery of results
- Represented the department in weekly project sync meetings hosted by the Executive Secretary under the COO

*Strategic Impact: Improved operational efficiency of the Office of General Counsel by maintaining a clear line of communication with senior leaders, ensuring to reflect client's feedback in the implementation of new strategies and enhancements to daily operations using the Business Process Re-engineering*

#### **Management and Program Analyst III**

**IntelliWare Systems, an IntelliBridge Company -**

Washington, DC  
March 2021 to March 2022

- Responsible for drafting talking points, memorandums, and all briefing materials required to prepare leadership for meetings.
- Serve as an expert advisor and consultant providing oversight and advice to executives, managers, and operational personnel by performing functions which include a broad range of planning, independent research, analysis, and program management functions addressing the most complex issues relative to the Bureau.
- Independently plan, research, and analyze a broad range of management/program functions addressing the most widely diverse, complex, and difficult duties related to a wide array of administrative management issues including, but not limited to, budget and compliance management on operations and missions.
- Perform a wide range of qualitative and/or quantitative assessments which require consideration of a large number of variables. Assessments result in feasible and effective resolution including the improvement of the most complex management/program processes.
- Develop process management models and conduct the most complex process management/program analyses to identify inefficiencies, streamline processes, eliminate redundancies, develop performance measures, and ensure processes meet valid administrative/program requirements.
  - Independently organize and/or conduct extensive, highly complex, and multi-faceted studies involving a wide variety of administrative/program operations. Plan course of action, set objectives, calculate necessary resources, and determine the effectiveness of the studies. Independently implement changes in approaches, objectives, and methodologies.
- Develop strategic plans; identify, project, and prioritize short- and long-range goals; and ensure compliance with the overall mission.

**Scheduler**

**Apogee Integration, LLC**

Chantilly, VA  
January 2021 to March 2021

- Provides schedule development, risk analysis and critical path analysis.
- Briefing plans, status, and technical recommendations to audiences or individual is an essential part of the position's responsibilities.
- Design and maintenance of project, program and enterprise schedules to meet evolving customer needs.
- Coordination and presentation of program schedule information to project contactor and government points of contact.
- Evaluate impacts to project and enterprise schedule related to changes in customer and program requirements or schedule performance.
- Provide status to include analysis and reports to management consistent with program and customer requirements.
- Accept and execute tasking assigned by the Schedule team technical lead.

**Program Analyst**

**VTG Defense**

Washington, DC  
October 2019 to January 2021

- Review Task Planning Sheets to develop and modernize the baselines.

- Represent PEO IWS 8 interests at Baseline meetings and prepare technical presentations on subject systems.
- Assist in technical and financial Baseline Program management activities.
- Facilitate technical meetings and conferences between Warfare System staff and International programs to assist in design efforts.
- Communicate effectively with technical Subject Matter Experts (SMEs), Program Managers and FMS representatives
- Provide analysis of alternatives for different baseline configurations.
- Track data requests and exchanges between Navy and international design efforts
- Support Baseline efforts with the Navy International Programs Office, technical authorities, other DoD program offices and Navy programs
- Provide recommended changes to improve performance of combat system baselines.
- Support Combat System Certification (or equivalent) planning and execution efforts
- Develop and disseminate working-level engineering, programmatic, and financial status reports to team members, as required.
- Support generation and processing of Technical Assistance Agreements for exchange of data needed for Combat System specification, design, and development.
- Records Management

**Maritime Analyst**  
**National Geospatial-Intelligence Agency**

Springfield, VA  
 November 2017 to January 2021

- Holds TS/SCI clearance with Counterintelligence (CI) Polygraph. Eligible for Government consideration of additional compartmented and/or special access programs. SCI-DCID 6/4, 2012 04 11, DON CAF, SB PR, OPM, PR closed 2016 09 09.
- Experience identifying, developing, prioritizing, and satisfying completion of tasks within a schedule or timeline in an environment where requirements frequently change.
- Acquire, analyze, compile, and disseminate maritime safety information to populate and update nautical databases, charts, and publications. They also promulgate worldwide navigational warnings, provide quality assurance for maritime products, generate mission-specific datasets, and respond to queries from the users of products and foreign hydrographic offices. These duties fulfill NGA's Maritime Safety Office obligations under U.S. Code Title 10, Federal and international laws, regulations, and national security. Assigned duties include serving a rotation as a Maritime World Wide Navigation Warning Service (WNW) 24X7 watch stander. (Qualified Duty Watch Officer.) Develop responses to internal and external customer inquiries. Apply methods and practices to provide quality assurance for standard and non-standard maritime products and data sets and promote information sharing.
- Perform office administrative, personnel and receptionist functions in support of human resource operations to include, but not limited to, review of documents, editing, revision, logging, routing and tracking projects and requests.
- Update a variety of correspondence to include requests from external audit organizations for information, documentation, and meetings.

- Prepare correspondence, file documents, duplicate copies as required, track the status of all incoming suspense items, receive in-coming mail and distribute to the appropriate section.
- Schedule conference rooms and notify required attendees of scheduled meetings, prepare all correspondence including flyers, slides and meeting agendas, and assist in setup and cleanup of the meeting space as require
- Compile office supply requests and maintain the status of supply orders.
- Capture, design, and develop custom solutions within SharePoint and SharePoint Designer to meet customer's business needs

**Quartermaster Petty Officer Second Class**  
United States Navy

Norfolk, VA  
October 2012 to November 2017

- Responsible for planning and organizing work teams.
  - Scheduling work and checking progress; training subordinates and developing training schedules; mentoring and providing feedback; solving problems; assisting in preparing performance evaluations; leading, directing, and controlling subordinates.
  - Responsible for procuring, correcting, use and stowing navigational and oceanographic publications and charts; maintain navigational instruments and keep correct navigational time. Responsible for maintaining and handling classified and secret material.
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**Education**

**Bachelor of Science in Cybersecurity**  
Old Dominion University- Norfolk, VA  
(August 2019- Present)

**Associate of Science in General Studies**  
Tidewater Community College- Norfolk, VA

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**Skills**

- Creating and implementing data management collection techniques
- Analyzing data to determine better ways to implement corporate guidelines while maintaining profit margins
- Identifying program needs based on data collected and analyzed
- Participating in strategic planning meetings
- Ensuring that all changes in programs and outcomes are well documented
- Performing data validation and implementing quality control measures to ensure the continued success of programs
- Assisting with grants and event coordination
- Creating budgetary controls and financial management processes
- Ability to multitask and prioritize tasks
- Excellent time management skills
- Well-developed organizational skills

- Attention to detail
  - Great verbal and written communication skills
  - Advanced knowledge of Microsoft Office Suite
  - Advanced knowledge of SharePoint
  - Advanced knowledge of Microsoft Project
  - Advanced knowledge of JIRA
  - Professional discretion
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#### **AWARDS, HONORS, AND ASSOCIATIONS**

- Member of Phi Theta Kappa Honor Society
  - Member of the National Society of Collegiate Scholars
  - Received three Navy and Marine Corps Achievement Medals
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