

CRAIG RAUN KILGO

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EDUCATION

University of Wisconsin-Milwaukee

B.S. in Information Science and Technology

Virginia Commonwealth University

Candidate for Master of Science in Computer and Information Systems Security

Expected Graduation: Fall 2018

EXPERIENCE

Virginia Commonwealth University, Richmond, Virginia

March 2016- Present

Project Manager, Technology Services

- Provide project management services and project management consultation to projects within VCU
- Developed a new Portfolio Management information system which allows project managers to assemble project data and leadership to quickly gather project knowledge
- Serve as project manager directly for as many as fifteen projects at a time
- Created and currently lead the “Infrastructure Advisory Group”, a cross-functional, volunteer team that provides technical consultation to projects and efforts throughout VCU’s Technology Services department

Irving Burton Associates, Falls Church, Virginia

April 2008- March 2016

Project Manager, CCQAS, JCCQAS

- Manage project which integrates Department of Veterans Affairs users into an existing Department of Defense system (CCQAS) from pre-contract stage through deployment to production
- Pilot Scrum and Rational Unified Process for major releases within the Defense Health Systems Services
- Serve as Scrum Master on iterative releases for sustainment of CCQAS
- Oversee user story scrubbing session which collaboratively write user stories, identify dependencies, and work out solutions
- Run Scrum ceremonies (Roadmapping, Planning Sessions, Kickoffs, Retrospectives, and Demos)
- Serve as coach and mentor for other Defense Health Systems Services Scrum Masters
- Collaboratively work with a large number of disparate stakeholders

Management Analyst, Health Budgets & Financial Policy

- Accessed, aggregated, and analyzed military healthcare data in support of Health Budgets and Finance Policy in the Office of the Assistant Secretary of Defense for Health Affairs
- Provided subject matter expertise on Military Healthcare System data structures

The Survey Research Institute at Cornell University

October 2003- December 2007

Assistant Manager

- Managed a survey research facility that included up to 60 employees
- Communicated with clients throughout survey research projects contracted to SRI
- Responsible for hiring and maintaining a research staff and communicating with Cornell University HR regarding this staff
- Utilized Microsoft Excel and Access, SAS, and SPSS in order to manipulate and export data sets
- Utilized Microsoft Word and PowerPoint to produce reports and presentations based on data

CERTIFICATIONS

- Certified Scrum Master, CSM, Scrum Alliance
- Project Management Professional, PMP, PMI
- ITIL Foundation, Axelos

SKILLS

- PHP and LAMP/LEMP architectures
- Strong communication skills with stakeholders, peers, leadership, and clients
- Consensus building leadership style
- Proficient in Microsoft Office applications, including Microsoft Excel, Access (including SQL within Access and other database interactions), Microsoft Project
- Strong multi-tasking skills
- Experience with telework and the self-sufficiency needed to make telework a success