

- ✓ Project Management, Agile, Scrum
- ✓ Foster High-Performing Teams
- ✓ Government Contracting
- ✓ Operations
- ✓ International Development
- ✓ MEL
- ✓ Risk Management
- ✓ EdTech/Education
- ✓ Author
- ✓ Public speaking and Training



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**Vistant** - MD, Remote (40-hour/week job)

June 2022 - Present

## ***Operations Manager, Providing Development Expertise & Technical Skills (PDEX) (October 2023 - Present)***

- Manage a \$95M contract, ensuring clear role definitions, goal alignment, and timely execution of tasks with strict adherence to quality standards
- Oversee the full performance management cycle, including initiating performance appraisals, providing constructive feedback, and supervising documentation for goal-setting, quarterly check-ins, and annual reviews. Additionally, managed and developed Performance Improvement Plans (PIPs)
- Spearhead recruitment by reviewing job openings, screening resumes, and conducting interviews to confirm candidate alignment with role requirements, while maintaining compensation equity before job offers
- Created a dashboard to convert candidate experience and education into scores, aiding in fair salary comparisons and job requirement alignment
- Foster positive relations by proactively identifying addressing potential issues, facilitating conflict resolution, and organizing regular check-ins and community-building activities to maintain a positive work environment
- Lead onboarding and refresher training sessions, addressing common challenges and ensuring staff are well-informed about accessible company benefits
- Support employee wellness and safety by providing access to wellness programs and benefits, assisting employees during unexpected crises, and ensuring all government-furnished equipment and personally identifiable information (PII) remain secure, especially during potential security incidents or breaches
- Maintain and analyze HR metrics to guide strategic decision-making and regularly report Monitoring, Evaluation, and Learning (MEL) data to measure success and drive improvements
- Develop and update HR policies, ensuring effective communication through emails, check-ins, and video tutorials
- Maintain compliance with labor laws and manage essential records and documentation, considering legal nuances related to employees' state of residency
- Oversee and verify timecards for accuracy and compliance with corporate guidelines and fiscal policies

## ***Innovative Design Community Manager (June 2022 - October 2023)***

- Drove project execution from initiation to completion, utilizing PMO standard methodologies, tools, and processes to ensure efficient scheduling, task management, issue resolution, and risk mitigation.
- Established and managed strategic partnerships with key federal agencies, including USAID and BHA, as well as regional subcontractors, enhancing collaboration and project outcomes.
- Spearheaded the design and implementation of international development programs, managing a budget of \$30M to achieve targeted goals efficiently.
- Defined and enforced contract requirements, ensuring that contractors deliver high-quality goods and services on time, aligning with project objectives.
- Led safety initiatives, coordinating and overseeing third-party inspections to guarantee that infrastructure projects comply with all relevant safety standards and regulations.
- 🏆 **Tier 5 level of Recognition for Outstanding Achievement** - Sept 2023 from Vistant

**University of Colorado, Boulder** College of Engineering & Applied Science (remote)

July 2017 - June 2022

## ***Program Director, [Counselors for Computing](#) program at National Center for Women & IT (NCWIT) (40-hour/week job)***

- Manage the comprehensive performance management process for both consultants and full-time staff, encompassing the initiation of performance appraisals, delivery of constructive feedback, and oversight of documentation for goal setting, quarterly check-ins, and annual reviews. Additionally, develop and administer Performance Improvement Plans (PIPs)
- Led diversity initiatives to ensure fair treatment across all levels of the organization, implementing ongoing equity audits to address pay disparities and promote equity within the department

- Developed and managed project workflows, utilizing Wrike to orchestrate traditional, agile, and hybrid project management approaches for a nationwide portfolio of in-person, virtual, and hybrid projects, enhancing project success through rigorous internal and external evaluations
- Spearheaded high-level strategic program design in collaboration with organizational program directors, aligning cross-functional team efforts to achieve overarching organizational goals
- Conducted risk management assessments to forecast potential risks, minimize their impact, and recommend necessary adjustments to project scope, schedule, and costs, ensuring robust project execution
- Developed and implement detailed project roadmaps to guide program success, leveraging Operational Performance Assessments (OPAs) to refine strategies and outcomes for the National Center for Women & Information Technology (NCWIT)
- Cultivated strategic partnerships with key stakeholders in government, non-profit, and corporate sectors to enhance the participation and representation of underrepresented groups in computer science

#### New Jersey School Counselor Association ([NJSCA](#)) - NJ

July 2016 - August 2021

##### **Web Developer and Technology Chair** (volunteer; 10 hours/week)

- Designed and developed the NJSCA website, effectively leveraging Google Analytics to optimize site performance and user engagement, while consistently delivering comprehensive quarterly status reports to stakeholders

#### NJ and PA and Public Schools **School Counselor, Grades 5 - 12** (40-hour/week job) September 2001 - June 2017

- Led a comprehensive school counseling program, achieving a statistically significant increase in student attendance, a decrease in discipline referrals, and a reduced course failure rate through targeted equity-focused interventions and continuous program evaluation
- Utilized data analytics to monitor and respond to program trends, implementing proactive, equitable interventions that effectively tracked and enhanced student success rates, demonstrating a commitment to fair and inclusive educational practices

 **NJ State School Counselor of the Year 2017** from NJSCA

## EDUCATION

- Certifications:
  - FAC-COR Level II Certification, November 2022
  - Project Mgt Professional (PMP) [PMI](#) February 2022
  - [Certified ScrumMaster® \(CSM®\)](#) April 2022
- Degrees:
  - **University of Pennsylvania**, M.S.Ed., Psychological Services; School Counseling Certificate
  - **Rider University**, MA, Organizational Leadership
  - **The College of New Jersey**, M.Ed., Instruction
  - **William Paterson University**, BA English, Educ.; Humanities Honors; Director of Guidance Cert.

## PUBLICATIONS

- *Textbook Contributions*
  - [School Counseling Internship: Bridging a Gap Between Training and Practice](#), 2024
  - Chapter 10: The Effective Use of Technology in the Role of School Counselor
- *Tech and Computer Science Books*
  - [50+ Tech Tools for School Counselors: How to be More Engaging, Efficient, & Effective](#), 2019
  - [Coding Capers: Luci and the Missing Robot](#), 2019
- *Articles*
  - **USA Today** [Leading Women in STEM & the Role of Counselors](#)
  - **EDUTOPIA** [3 Surprising Skills Counselors Need](#)
  - **CSTA Voice** [Counselors Prepare Students for 21<sup>st</sup> Century Computational Thinking Skills](#)