Angela Cleveland, PMP, CSM, M.S.Ed., M.Ed., MA

✔Project Management, Agile, Scrum ✔Foster High-Performing Teams ✔Government Contracting ✔Operations
✔International Development ✔EdTech ✔Education ✔Published Author ✔Public speaking and Training

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Vistant - MD, Remote   June 2022 - Present
Operations Manager for Providing Development Expertise & Technical Skills (PDEX) (October 2023 - Present)
- Provide regular management and operational support to contract staff, ensuring clear role definition, goal alignment, timely task execution, and adherence to quality and performance standards for $95M contract
- Initiate and conduct introductory and annual performance appraisals, collaborate with USAID Points of Contact, and lead performance management meetings, including goal setting, quarterly check-ins, and annual reviews.
- Approve timesheets, comp time, travel requests, and invoices; coordinate recruitment/onboarding; ensure documentation compliance; and maintain regular communication with USAID POCs

Innovative Design Community Manager (June 2022 - October 2023)
- Drive projects from initiation to completion using PMO standard methods, tools, and processes for scheduling, task management, issue resolution, and risk mitigation.
- Establish and oversee strategic partnerships with federal agencies (USAID, BHA) and regional subcontractors.
- Spearhead the design and implementation of international development programs with a $30M budget.
- Define contract requirements, ensuring contractors deliver goods and services promptly and with high quality.

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)
- Develop and execute traditional, agile, and hybrid project management workflows using Wrike for nationwide portfolio of in-person, virtual, and hybrid projects with internal and external evaluation to drive success
- Spearhead program cross-functional high-level strategic design with organizational program directors
- Perform risk management to forecast, minimize risks and recommend changes to scope, schedule and costs
- Develop and implement project roadmaps to drive program success and concurrently build OPAs for NCWIT
- Cultivate partnerships and contracting with prominent government, non-profit and corporate clients to increase the influential and meaningful participation of underrepresented groups in CS.

New Jersey School Counselor Association (NJSCA) - NJ   July 2016 - August 2021
Web Developer and Technology Chair (volunteer)
- Designed, developed NJSCA website, leveraging Google Analytics and provided quarterly status reports

NJ and PA and Public Schools *School Counselor, Grades 5 - 12*   September 2001 - June 2017
- Demonstrated success of comprehensive school counseling program with a statistically significant increase in student attendance, decrease in discipline referrals, and reduced course failure rate
- Analyzed data on program response trends to implement proactive interventions to track success
  🏅 **NJ State School Counselor of the Year** 2017 from *NJSCA*

EDUCATION
- FAC-COR Level II Certification, November 2022
- Project Mgt Professional (PMP) PMI February 2022   ● Certified ScrumMaster® (CSM®) April 2022
- **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
Tech and Computer Science Books
- *50± Tech Tools for School Counselors: How to be More Engaging, Efficient, & Effective*
- *Coding Capers: Luci and the Missing Robot*

Articles
- **USA Today** *Leading Women in STEM & the Role of Counselors*
- **EDUTOPIA** *3 Surprising Skills Counselors Need*
- **CSTA Voice** *Counselors Prepare Students for 21st Century Computational Thinking Skills*