



# Matthew Kutsor

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## Summary

PMO Analyst, Configuration Manager, Quality Assurance/Control professional with active DoD clearance. Six (6) years of experience pertaining to quality assurance/control, as well as data management, production, data analysis, test plan/procedure implementation, software documentation and management capabilities. Experience with Microsoft Azure Cloud environment. Skilled in Agile/Scrum methodologies. Proficient in project/product management and quality management.

## Experience

### Project Management Office Analyst 3

#### Aviation & Missile Solutions

Nov 2022 - Present (5 months)

- Performing all operations administrative activities and light foreign military sales (FMS) assistance in direct support of the current project lead for an international program under PEO Missiles and Space.
- Supporting PMO leadership and affiliated departments with organizing meetings and events, editing and distributing presentations, as well as supporting other programmatic activities.
- Coordinating meeting minutes, IPTs, PMRs, and other events for PMO leadership from 50-150+ attendees.
- Compiling pertinent data from various PMO leads into a distributable format in order to appropriately supply status updates to leadership.
- Utilizing tools such as SharePoint, Microsoft Office tools, Costpoint, etc.
- Interacting and culturing relationships with OEMs and relative international stakeholders.

### Configuration Manager

#### Integration Innovation, Inc.

Oct 2021 - Dec 2022 (1 year 3 months)

- Assisting with developing configuration management plans and mentoring configuration management services, concepts, policies, and procedures.
- Supporting upgrades, enhancing and creating long lasting infrastructure solutions to battle varieties of Information Technology challenges as they arise.
- Aiding program leadership and the technical team with compliance of all configuration and data management.
- Analyzing engineering changes of functional, allocated, and product baselines.
- Utilizing tools such as SharePoint, Confluence, Microsoft Office, Azure, Costpoint, etc.
- Interacting and culturing relationships with customers and relative stakeholders across multiple teams.
- Providing procurement assistance for customer and internal program requirements concerning the purchasing and tracking of procurement items and software licensing.
- Supporting program and product management leads by attending meetings,

presentations, or other events.

- Utilize Agile/Scrum methodologies for improved and organized operations and project management objectives.

## **Configuration Manager**

Jacobs

Jun 2021 - Oct 2021 (5 months)

- Overall management of the CMDB.
- Identification of CIs.
- Communication of CM activities to project stakeholders.
- Facilitating CCB meetings including scheduling the event, providing an agenda, and recording and distributing minutes.
- Submitting change requests (CR) to allow the change management process to be completed in a timely fashion.
- Re-baselining, if necessary, any items affected by CM changes.
- Providing configuration standards and templates to the project team.
- Providing any required configuration management training.
- Conducting configuration management audits throughout the technical sections of the unit.



## **Configuration Management Analyst**

Signalink, Inc.

Apr 2019 - May 2021 (2 years 2 months)

- Successfully served as Configuration Management Analyst and Contractor CM in support of DoD AMRDEC software development effort, Terminal High Altitude Area Defense (THAAD) Institutional Conduct of Fire Trainer (ICOFT).
- Performed Configuration Management (CM) tasks, as well as Quality Assurance (QA) tasks, while working closely with project team and project management on a daily basis.
- Interfaced with external customers daily to ensure mission and requirements are met on and off site.
- CM activities were performed in accordance with DoD, AMCOM, AMRDEC, Systems Simulation, Software and Integration Directorate (S3i).
- Implemented Configuration Management Plans (CMP), generating Configuration Control Board (CCB) Charters (CCBC), conducting electronic CCBs, and generating and maintaining baselines.
- Efficiently maintained CM contract data requirement lists (CDRLs) for active Statements of Work (SOWs).
- Coordinated the review of data products delivered in support of assigned program contracts.
- Maintained distribution listing and delivery records (Software; HWIL). Distributing software in accordance with CM standard operating procedures.
- Effectively administered and monitoring the following configuration management tools to store, track, and manage configuration items: FRACAS, Jira, Windchill, Confluence, Microsoft Office, etc.
- Actively participated in CCB meetings for program test/software planning and objectives concerning scheduling and alignment across the program for updates and upcoming events.
- Managed the deliveries of classified and unclassified items as well as the creation and filing of relative documentation.



## **Staff Field Technician II**

ARA

Jun 2018 - Apr 2019 (11 months)

- Assisted in the testing, moving, repair, and adjustment of equipment associated with trouble reports.
- Performed routine maintenance and applied daily routine calibration tests to ensure system reliability.
- Assisted in all phases of testing, performed administrative functions involved in testing (test plan editing and coordination, technical report editing and archiving, training documentation, scheduling and documenting project work), and performed other support functions necessary to assist the group in executing different projects. These support functions include but were not limited to: safety monitoring of hazardous operations, handling of chemicals and explosives, introducing test articles into Transportation Security Equipment, and recording the results of test data.
- Broadly applied basic principles, theories, and concepts to job assignments from previous quality experience.
- Exhibited technical and operational proficiency by solving problems of moderate complexity.
- Interfaced with internal and/or external customers while providing proper guidance to other employees as needed.

## Quality Assurance Laboratory Technician

Sep 2017 - Jun 2018 (10 months)

- Executed quality assurance analysis on provided samples from production prior to shipping orders to the appropriate client.
- Followed and abided by any relevant QCM guidelines for correct testing methods and procedures to achieve consumer requirements.
- Utilized miscellaneous machines and methods for analytical purposes and quality assurance goals, such as: HPLCs, shakers, scales, measurement devices, pipetting.
- Maintained focus, dexterity, and attention to detail while following lab protocol during 12 hour swing shift cycles.
- Logged, filed, and conveyed test results that passed provided quality test specifications to upper management and recorded to relevant paperwork and software, such as: Excel, MES, etc.
- Organized and filed all paperwork for products arriving in the lab for internal and external associates to refer to.

## Draft Quality Technician

A Head for Profits

May 2016 - Sep 2017 (1 year 5 months)

- Troubleshoot, repaired, and cleaned liquid supply lines and product delivery systems, including CO2 carbonation systems for various businesses.
- Cleaned and maintained hardware and equipment including: faucets, fixtures, connection components, delivery system components.
- Maintained fluid communication amongst management and personnel to ensure proper care and maintenance for product delivery systems and peripherals.
- Followed an alternating route schedule to ensure time efficient service for various accounts was consistent.
- Recommended appropriate products to customers to replace or enhance current product delivery systems.

## Education

### The University of Alabama in Huntsville

Bachelor of Arts - BA, Photography

2013 - 2015



**Calhoun Community College**

Associate of Science - AS, General Studies

2009 - 2011



**Bob Jones High School**

High School Diploma, General Studies

2005 - 2008

**Skills**

Operations Administration • Project Management Office (PMO) • Communication • Presentations •  
Schedule Planning • Configuration Management • Data Management • Microsoft Office • Executive  
Administrative Assistance • Data Entry