

### SUMMARY OF EXPERIENCE

A results-focused technology leader with experience driving business process and IT evolutions. A successful track record in project management, IT consulting, business automation, and infrastructure solutions.

- Project Management, PMP
- Requirements Gathering
- Needs Analysis
- System Implementation
- Technical Writing
- Vendor Management
- Business Consulting
- Tech. Marketing & Sales
- Budget Management
- EEI Smart Grid Team
- Policy Development
- Polished Presenter
- Polished Writer
- Corporate Communications
- Enterprise CRM
- MS Access, MS Project
- Photoshop & Illustrator
- Technical Mapping

### PROFESSIONAL EXPERIENCE

**Senior Project Consultant, Edison Electric Institute (EEI): Washington, D.C. - 2007-present**

*Association of shareholder owned electric companies providing public policy leadership, critical industry data, market opportunities, strategic business intelligence, conferences and forums.*

#### EEI PROJECTS

##### ***Project Manager, Member-Based Portal Sites***

- Oversaw EEI's enterprise-wide, member-based portal sites, the organization's primary member communication vehicle for policy development.
- Identified opportunity and convinced EEI senior leadership to migrate company-wide member portals and services to a more efficient and cost effective technology platform.
- Managed the full project life-cycle. Ensured minimal user impact with a robust risk management plan.
- Delivered a seamless transition as a result of a strong communications plan and well cultivated relationships with internal and external clients.
- Implemented project on time, within budget, to stakeholder and customer requirements and expectations.

##### **Results:**

- Migrated 12 existing portals resulting in an annual savings of \$160K.
- Leveraged new pricing structure to create 14 additional sites leading to \$280K in added value.
- 30 percent increase in member participation and 50 percent increase in site traffic.
- Total annual cost savings and added value of \$440K.

##### ***Project Co-Lead, EEI's GIS Technical Mapping Solutions***

- Assigned project to redesign workflow and processes for in-house mapping products. Services were previously outsourced due to lack of internal skill set.

##### **Results:**

- Restored service in-house and delivered a range of sophisticated mapping products to members and internal EEI customers.
- Added value and annual cost savings of over 100K.

##### ***Project Manager, Spare Transformer Equipment Program (STEP) Database***

- Oversaw database development for a nation-wide restoration program of the national transmission system in the event of a terrorist attack.
- Implemented the STEP database solution on time, within budget, and to customer requirements.

##### **Results:**

- Real-time access to program data by replacing manual processes.
- Substantial cost and time savings with a significant improvement in data integrity and quality.

### **Leading role in EEI Smart Grid Team**

- Created and manage the EEI Smart Grid portal, the company's primary member communication and collaboration vehicle for all issues that relate to the Smart Grid.
- Coordinated with internal Smart Grid team and member utilities to develop unified principles and positions to shape policy and technical standards for the national Smart Grid initiative.
- Coordinated campaigns to increase EEI member participation in the National Institute of Science and Technology (NIST) Smart Grid interoperability standards process.
- Participated in development of formal comments and recommendations to the White House and federal agencies on Smart Grid consumer interface, customer data access, demand response compensation, communication infrastructure, and Smart Grid Interoperability Standards.

### **IT Consultant/Project Manager, Christian Relief Services Charities: Lorton, VA -**

**2006-2007**

*A leading human services, housing, and international sustainable development non-profit organization.*

- Contracted to perform a company-wide technical assessment on behalf of the CEO and CIO.
- Conducted system buy-versus-upgrade analysis and business processes audit for the organization's donor database, which contains over a million contacts and tracks \$10M annually in donations.
- Implemented several Web-based initiatives including website redesign, an online grant management system, and an inventory/tracking system.

#### **Results:**

- Saved organization over \$300K through recommendation to upgrade database versus buying new.
- New business processes and solutions resulted in significant operational efficiencies.

### **Personal Travel/ Development, Argentina/Peru**

**2003-2006**

### **Information Automation Project Manager, Christian Relief Services Charities: Lorton, VA -**

**2003-2003**

- Managed off the shelf (OTS) software integration project to streamline cross-departmental administrative functions among twelve offices across the country.
- Project was behind schedule and over budget.

#### **Results:**

- Reorganized effort and implemented project on time and within budget.
- Created numerous operational efficiencies, ex., new hires were processed in 2 days versus 3-4 weeks.
- Eliminated significant legal risks and liabilities with built-in system checks and balances.

### **Marketing Manager, Core Software Technology: McLean, VA -**

**1998-2002**

*Premier provider of software and integrated systems for the management of distributed geospatial data resources.*

- Planned, budgeted, managed, and executed an integrated marketing and communications strategy for the company's software, integration services, and E-Commerce portal.
- Managed media and public relations, trade shows, product launches/positioning, and advertising campaigns.
- Created all company collateral.

#### **Results:**

- Achieved 45 percent annual growth in sales and increased press list by 500 percent.
- Achieved unprecedented editorial coverage in key industry publications.

### **EDUCATION & SKILLS**

- Double major: B.S., Biology, B.S. Environmental Science, College of William and Mary: Williamsburg, VA
- Certified Project Management Professional (PMP)
- Fluent Spanish and French

### **PROFESSIONAL AFFILIATIONS**

- Member, Project Management Institute
- Club President, PowerToasters, Toastmasters International

Access letters of recommendation, writing samples, and more at: <http://www.JustinHoltzman.com>