

# Matthew D. Chisholm

## Senior Planning Manager



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### CAREER SUMMARY

### Top Secret/SCI Clearance (Adj. 7/2012) DoE Q equivalent

*A Senior Program Manager and Operations Analysis Specialist with 20+ years of experience delivering 100+ data analysis capability-building and competency training projects of up to \$2.5M on time and within budget. 20+ years of driving teams of up to 400 to deliver on time and within budget in high-stress environments.*

Project Management ♦ Program Management ♦ Large-Scale Logistics Support ♦ Capability Building ♦ Aircraft Data Analysis ♦ Civil/Government Affairs ♦ IT/HR Compliance ♦ Offshore Team Management ♦ SharePoint

### WORK EXPERIENCE

#### ENGILITY CORPORATION, Afghanistan and Iraq

##### Program Manager and Afghan Air Force (AAF) Force Management Advisor

2013-2016

*Managed 18 subject matter experts advising both U.S. and Afghan Air Force staff sections, while directly advising the Afghan Air Force senior staff and leadership in force management and training techniques.*

- Direct reporting to both corporate and country manager, responsible for all internal and external reporting and team performance. Oversaw expansion of the team from 8 advisors to a funded strength of 18
- Educating and mentoring 50 commanders, operators, and ministry personnel per session, on air asset command and control best practices, root cause and data analysis and standard methods for reporting flight data
- Developed and implemented comprehensive force management model to allow for out-year projection of force levels and capability, to include schooling, retirement, and skill management
- Developed, implemented, and maintained section SharePoint site, workflows, and InfoPath forms

##### Iraqi Army Battle Staff Training Specialist, Assistant Team Leader

2012-2013

*Trained and prepared classes of up to 40 mid- to senior-level officers and enlisted personnel to plan and execute missions, emphasizing strategic mission analysis, operations and execution planning.*

- Led development and implementation of Curriculum Plan, development and integration of course material, and translation class presentations into Arabic
- Managed training schedule, logistics, and resource management for 8 training cycles
- Oversaw course delivery by 8 U.S. trainers, 9 Iraqi former senior officer mentors, and 9 interpreter/translators

##### Systems Analyst/Civil Information Manager

2010-2012

*Managed \$2.5M development and integration project of still-in-use SharePoint workspace, providing Civil Affairs and humanitarian assistance advice to supervisor and co-workers for all aspects of command.*

- Held final edit on published reports to higher, adjacent, and subordinate commands, units, and organizations
- Simplified and streamlined reporting for both receiving and generating reports, utilizing SharePoint

##### UNITED STATES MARINE CORPS Civil Affairs Officer, Al Anbar, Iraq

2004-2010

*Oversaw completion of >100 combat construction projects with budgets of up to \$2.5 M for building headquarters compounds. Promoted from leading 4-6 Marine team to lead Civil Affairs Detachment of 4 teams and headquarters staff with total size of ~50 Marines, and then to 2nd in command of Civil Affairs Group of >400 Marines.*

- Improved availability of petroleum products in western Iraq after destruction of oil pipelines, while reducing influence of insurgent black-market oil sales
  - Coordinated movement of crude oil by rail; oversaw repair and security of all parts of rail system
  - Addressed black market activity by improving availability and security of refined product
  - Prevented humanitarian crisis in Ramadi during increased combat operations in city of ~300K.

- Built and enhanced social service capability of new Iraqi government
  - Developed Municipal Workers Program to hire widows and retirees
  - Ensured production of electricity at hydroelectric dam by coordinating military and civilian leadership
  - Conducted frequent meetings with all levels of Iraqi government

<b>OFFICER OF MARINES, World-wide service</b>	<b>1988-2013</b>
<b>Tank Battalion Executive Officer and Company Commander</b>	<b>2000-2004</b>
<b>CH-53E Helicopter Pilot, Maintenance, Operations, and Planning</b>	<b>1993-1999</b>
<b>Tank/Scout/TOW Platoon Commander, Operations Desert Shield and Desert Storm</b>	<b>1988-1993</b>

### **PERFORMANCE ELITE, San Diego, CA**

**Business Developer** **2002-2004**

*Expanded from sole proprietorship to 6 employees and 2 partners within 2 years when partnered in personal training (fitness and swimming) business. Led all business development, advertising, marketing, records, and financial matters.*

- Increased customer base by 25% while increasing trainer's billing from \$35/hour to \$100/hour
- Developed contracts with US Navy to provide pre-SCUBA instruction and swim training
- Trained 6 employees in fitness and swimming personal training
- Designed, created and maintained company's web presence

### **GLOBAL PHOTON, INC. AND GLOBAL WEST NETWORK, INC., San Diego, CA**

**Office and Security Manager** **2000-2002**

*Led all HR functions during growth from 6 to 20 staff in 12 months for this start-up telecommunications company deploying undersea fiber optic cable to carry internet traffic along California coast. Oversaw hiring, firing, compliance, and security. Hired initially as Office Manager and assigned additional duties.*

- Saved ~\$60K by building internal capability to produce marketing and advertising collateral

**D.P. ASSOCIATES, Jacksonville, NC CH-53E Subject Matter Expert on eLearning development team** **1999**

*Subject Matter Expert (SME) on design team creating & reviewing Computer-Based Training for new CH-53E helicopter pilots.*

## **EDUCATION**

**UNIVERSITY OF PHOENIX** **San Diego, CA**

*Master of Business Administration in International Development*

**Expected 2017**

**UNIVERSITY OF COLORADO**

*Bachelor of Arts in Political Science*

**Boulder, CO**

## **CERTIFICATIONS**

- Master Project Manager and Fellow (FAAPM) of the **American Academy of Project Management**, 2013
- Microsoft Office Specialist Master, Expert Word and Excel, Specialist SharePoint, PowerPoint, Outlook, 2014
- FAA Commercial Pilot, 1995. Ratings: Single-Engine Fixed Wing, Rotorcraft – Helicopter, Instrument
- Top Secret/SCI Clearance, Adjudicated July, 2012
- Lean Six Sigma – Yellow Belt, 2012

## **ADDITIONAL INFORMATION**

- **Professional Affiliations:** Lieutenant Colonel, United States Marine Corps, 1982-2013
- **Volunteer Activities:** Volunteer, **Momma's Kitchen Food Delivery** to shut-ins