



ADRIANNE HOOTEN

SENIOR PROGRAM & PROJECT MANAGER

A Great Match for Your Team

CONTACT

adriannehooten@gmail.com

Washington DC Metropolitan Area

TRUSTED & DEPENDABLE

- ✓ U.S. Military Veteran
- ✓ 20 + Years Federal Service
- ✓ B.S. Information Technology
- ✓ Minor: Communication Studies
- ✓ Enrolled: M.S. Transformational Leadership (UMGC)
- ✓ Started in Workforce at Early Age
- ✓ Letters of Recommendation

CAREER

- Pentagon (6 years)
- Walter Reed (6 years)
- United States Air Force (8 years)
- National Institutes of Health (3 years)
- Veterans Benefits Administration (6 years)

* I have been affected by the 2025 Federal Government Reduction in Force (RIF) at NIH.

I am a fixer! Resolving inefficiencies, streamlining processes, closing communication gaps, applying technological innovation, keen attention to details, and boosting team collaboration is what I will bring to your company. Thank you for the opportunity to share my resume.

QUALIFICATIONS

- Project Management: Apply industry-standard best practices and methodologies.
- Strategic Thinking: Aligning project goals with organizational objectives.
- Team Leadership: Developing high-performing teams, fostering collaboration.
- Change Management: Implementing processes, guiding teams through transitions.
- Budgeting and Cost Control: Managing project budgets, cost analysis.
- Risk Assessment: Identifying potential risks, developing mitigation strategies.
- Solutions: Develop innovative solutions enhancing outcomes and operational efficiency.
- Negotiation Skills: Achieving win-win agreements, managing contracts.
- Problem Solving: Analyzing challenges, implementing effective solutions.
- Adaptability: Thriving in dynamic environments, adjusting to change.
- Interpersonal Communication: Engaging multifaceted audiences, active listening.
- Methodologies: SWOT Analysis, Agile, Lean Six Sigma.
- Tools: Google AppSheet, Microsoft Teams, JIRA.

ADRIANNE HOOTEN

Senior Program & Project Manager

Executive Experience

Multidivisional Management

SUMMARY

Results-driven Senior Program and Project Manager with over 20 years of experience in leading complex projects across multiple companies and organizations. I excel in stakeholder management, resource allocation, and team leadership. Proven track record of delivering projects ahead of time and within budget while enhancing operational efficiency and fostering collaboration.

SNAPSHOT

National Institutes of Health (NIH)

2021-PRESENT

\$1.2 Billion Program: Strategic oversight and effective management of four contracting agencies, totaling 36 staff within the NIH *All of Us* Research Program.

Project Leadership: Directed two website migration projects resulting in the seamless transition of over 800 webpages and assets.

Veterans Benefits Administration HQ

2016-2021

100 Staff Managed: Oversight authority for complex projects. Managed over 7,000 webpages.

Additional Positions

2010-2016: Walter Reed, Executive Assistant

2004-2010: Pentagon, Administrative Officer

1996-2004, United States Air Force, Active Duty

*References available upon request.

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SKILLS

- Adaptability
- Team Building
- Problem Solving
- Financial Acumen
- Strategic Planning
- Visionary Thinking
- Risk Management
- Time Management
- Change Management
- Emotional Intelligence
- Exceptional Communication
- Negotiation and Conflict Resolution
- Leadership and Team Management

EDUCATION

UMUC (UMGC) | May 2016

Bachelor of Science, Information Technology
Minor: Communication Studies

Accepted UMGC | February 2025

Master of Science, Transformational Leadership