

DR. CARLA SIZER, PMP

www.linkedin.com/in/dr-carla-sizer-86a3bb8

Project Management Institute PMP Credential, 21 June 2014, 1724903

Cleared for **TOP SECRET (TS)** information and eligible for access to **Sensitive Compartmented Information (SCI)** based on a Tier 5 background investigation and enrolled in Continuous Evaluation on 8 September 2022 by Department of Defense Consolidated Adjudications Facility (DOD CAF)

Cell: (719) 213-5454 - Email: csizer0131@gmail.com

PROFESSIONAL

An accomplished and results-oriented professional with a proven record of outstanding military and civilian qualifications orchestrating high-paced operations in all aspects of Leadership and Program Management. Extensive experience in organizational administration, resource management, and contract negotiations. High ability to resolve problems in a deadline-driven environment with exceptional verbal and written communication skills. Former Assistant Professor—United States Air Force Academy:

- Information Governance
- Organizational Leadership
- Strategic and Tactical Planning
- Research and Analysis
- Compliance and Risk Management
- People/Team Leader
- Scrum and Agile Practices
- Program and Project Management
- Information Management
- Employee Relations
- Policy/Std Development
- Problem Resolution

EDUCATION

Doctor of Management in Organizational Leadership, July 2009, University of Phoenix, Phoenix, AZ

- **Dissertation Title:** *The Effects of Mentoring on Job Satisfaction Among Military Academicians*

Master of Public Administration, June 1998, Georgia College and State University, Milledgeville, GA

Bachelor of Science, Healthcare Management, May 1997, Southern Illinois University-Carbondale, Carbondale, IL

Associate in Applied Science, Bioenvironmental Engineering, August 1990, Community College of the Air Force

Assistant Professor—United States Air Force Academy and American Intercontinental University

PROFESSIONAL EXPERIENCE

Applied Research Solutions (ARS)

Supporting Platform One - San Antonio, TX

Acquisition Program Manager

20 June 2022 - Present

As the DOD acquisition workforce team member for Platform One (centralized team providing DevSecOps/Software Factory Managed Services with baked-in security to the U.S. Department of Defense (DoD) programs), applied broad knowledge of organizational missions and programs and acquisition management. Utilized knowledge of and expertise with acquisition management and program management to support capability delivery. Provided Acquisition support to the Platform One Materiel Leader and associated acquisition programs and projects:

- Updated Platform One Survival Guide on Contracts, Contractor Leads, Contracting Officers and Contracting Officer’s Representatives (CORs):
 - Established schedule and facilitated COR Training for all Acquisition Managers. Trainings included: Phase One - Introduction to Quality Assurance Program Coordination (QAPC), used to define Acquisition Manager roles and responsibilities and Phase Two - Quality Assurance Surveillance Program (QASP), used by the contract administrator for each contract monitored to assess contractor performance.
 - Executed the development of the Monthly Status Report collection process (email organizational box) for Platform One Operations Contracts and DevSecOps follow-on contracts.
 - Led the government, civilian, and contractor team in a training with the General Services Administration (GSA) on the topic of Market Research as a Service (MRAS). The MRAS helps provide feedback from

PROFESSIONAL EXPERIENCE (Continued)

- industry about Agency requirements documents, industry trends and best practices, which will be used to establish Platform One's Executive Coaching Program.
- Organized and coordinated Platform One's weekly Acquisition Training Program for 25 personnel and assisted with the Cryptologic and Cyber Systems Division Mission Qualification Training Program for military and civilians within the organization.
- Led the government, civilian, and contractor team in the development of team Objectives and Key Results (OKRs).
- Developed and led the Agile Retrospectives and prepared final out briefs for the Acting Chief of Acquisitions to act on team outcomes and make decisions.
- Provided expert solutions and advice to Platform One leadership to assist with an integrated approach for the organization.
 - Investigated, analyzed, planned, evaluated, drafted and/or recommended solutions for project/program efforts.
 - Provided expert level issue resolution and recommendation support to achieve desired program outcomes.
 - Review initial and revised acquisition documents and provided the enterprise level perspective to ensure consistency and accuracy.
- Led various meetings in the absence of the normal POCs:
 - Led and facilitated the Acquisition One Daily Stand-Up, where Acquisition daily status, updates and impediments are discussed among team members.
 - Assisted the Rebel Alliance meetings consisting of Government and A&AS personnel only and a forum where Acquisition actions are discussed across all functional areas (Acquisition, Financial Management, Cost and Contracting).
 - Briefed the Platform One Stand-up on behalf of the Deputy Director.

United Services Automobile Association (USAA)

Enterprise Data and Analytics Office (EDAO) San Antonio, TX

Director, Member Information Management

3/2020 – 6/2022

Provided direction to teams across the USAA Enterprise regarding the development and implementation of the information management strategy to support the measuring and monitoring of enterprise business needs. Collaborated with the architectural communities and other information management activities. Directed the development and implementation of strategies that supports maturing USAA's business capabilities.

- Oversaw development of data quality and metadata processes—led team of 27-Information Stewards, Metadata Managers and Data Quality Analysts.
- Provided oversight in the development of data quality rules, thresholds, and standard metrics/quality expectations for data elements that support critical business processes.
- Consulted with business and IT process owners to review the effectiveness of complex data quality controls and metadata capture.
- Provided oversight in the development and implementation of controls that would mitigate highly complex data quality risks.
- Set direction for metadata repository management in collaboration with enterprise data and analytic stakeholders.
- Collaborated with enterprise data and analytic stakeholders on reconciliation and maintenance of reference data.

PROFESSIONAL EXPERIENCE (Continued)

United Services Automobile Association (USAA)

Chief Administrative Office (CAO) San Antonio, TX

Interim Director, Enterprise Information Governance, Policy and Standards

6/2019 – 3/2020

Manager Senior, Enterprise Information Governance, Enforcement

9/2018 – 3/2020

- Directed the development and information strategies that support maturing USAA's information governance, data quality, information architecture and information asset management capabilities.
- Prepared and presented formal reports, findings and recommendations to various levels of management across the USAA Enterprise.
- Developed and enforced governance guidelines through Enterprise data policies, standards and processes according to industry best practices.
- Led team of 16 on the strategic direction for information governance--partnered with business teams to certify compliance and adherence to policies and standards.
- Facilitated weekly team reviews of policies, standards and playbooks for approval and execution
- Partnered with cross-functional teams in developing and establishing data governance initiatives
- Ensured the information governance principles were accurately represented, prioritized and aligned with information management activities throughout the Enterprise in coordination with business and IT partners.

United Services Automobile Association (USAA)

4/2018 – 9/2018

Enterprise Data & Insights (EDI) San Antonio, TX

Lead, Information Security Advisor

- Collaborated with USAA management and internal partners to assess information security enterprise goals.
- Advised senior management on information security risk management issues and served as the primary resource for cross-functional team members on escalated issues.
- Worked on complex and unique work assignments and recommended appropriate solutions and problem resolution—deployed Sensitive Data Management Matrix and training for the USAA Enterprise and conducted training as required.

United Services Automobile Association (USAA)

9/2016 – 4/2018

Enterprise Data & Insights (EDI) San Antonio, TX

Senior, Information Solutions Advisor and Agile Scrum Master

- Led Data and Analytics efforts with business leaders/champions and solution delivery teams.
- Managed various efforts in Digital and Enterprise Experience--Identified Key Performance Indicators (KPIs), business requirements and measures to support and deliver the Enterprise Strategy.
- Served as Information Solutions Advisor, led key interactions with Information Architecture, Strategy, Governance, Program Management, Experience Owners, and Stakeholders.
- Delivered Information Decision Matrix (IDMX) and KPI Measurement Frameworks that enabled actionable insights—Result: Automated Dashboards for Join USAA Effort.
- Partnered with business, Information Technology (IT) and cross-functional teams to accomplish program planning and development activities.
- Directed and coached Join USAA Scrum Team (seven members) and served as Scrum Master created high value products, removed impediments, facilitated Scrum ceremonies.
- Led Information Solutions Advisor Forum—Developed ISAs providing a venue for professional associations, best practices, and diversity of experience throughout the Enterprise.

PROFESSIONAL EXPERIENCE (Continued)

DEPARTMENT OF THE AIR FORCE **2013 – 2016**

Cryptologic and Cyber Systems Division

Lackland Air Force Base, TX

Program Manager, Responsive Cyber Branch

- Improved acquisition responsiveness for validated cyber requirements impacting National Security.
- Directed activities between the operational cyber customer and acquisition provider to solve cyber needs.
- Led multi-functional and matrixed teams: Program Manager and Deputy Responsive Cyber Branch, Team Lead Industry Exchange and Team Lead Cyber Proving Ground.
- Deputy Section Chief of the Cyber Solutions Cell—led team of 19 technical and acquisition personnel.
- Project Manager for the FY13 Air Force Defense Research and Development, Rapid Innovation Funding (RIF) Project, Office Secretary of Defense (OSD) initiative—collaborated on National Security cyber information.
- Developed and maintained cyber knowledge database of needs that contained over 500+ companies, 1K+ POCs, and thousands of tools/capabilities/products.
- Led the Operator Research and Cyber Library Element team of 15--improved awareness and access to information on emerging cyber technologies and R&D efforts.

DEPARTMENT OF THE AIR FORCE **2010 – 2013**

Lackland Air Force Base, TX

Program Manager, ARC-234 Cryptographic Modernization

- Program Manager for the AN/ARC-234 Airborne Integrated Terminal Group (AITG) crypto modernization
- Led team of 10 with a budget of over \$35M.
- Directly responsible for program cost, schedule and performance of 500+ AN/ARC-234 radios.
- Led streamlined Permanent Sustainment Modification acquisition approach saving the program office \$15M in cost and approximately 3 years of schedule.

AMERICAN INTERCONTINENTAL UNIVERSITY (AIU) **2010 – 2012**

Professor (Department of Management), Online Program

- Instructor of Business Management Capstone (MGMT 499), Business Management and Leadership (MGMT 290) and Business Finance (BUSN105) totaling 345+ students.
- Provided online instruction topics such as the basic principles of business to the complexities of management.
- Facilitated courses and taught students the necessary skills to manage and lead in today's complex society. Developed lessons, lectures, and course exercises.

ODYSSEY SYSTEMS CONSULTING GROUP, Air Force Contractor **2008 – 2010**

Peterson Air Force Base, CO

Project Manager/Acquisition Support for Globus II Radar

- Provided project management expertise and guidance in accordance with Department of Defense (DoD) Directives to the Air Force Space Surveillance Systems.
- Planned, organized, and led all tasks in support of the Permanent Sustainment of the Globus II Radar.
- Analyzed and reviewed project assumptions and constraints, technical approaches, schedule and project risks.

UNITED STATES AIR FORCE **1987 – 2008**

United States Air Force Academy (USAF), CO

Assistant Professor (Department of Management) / Course Director (2004 – 2008)

- Instructed over 250 Air Force Cadets in 2 upper divisions #1 ranked courses: HRM and Org Behavior.
- Developed syllabi, course policies, curricula, exams, lessons, lectures, course materials, and exercises.

PROFESSIONAL EXPERIENCE (Continued)

- Provided professional mentorship and academic/career guidance for 43 cadets across 3 academic majors.
- Led and mentored 10 cadets at Harvard Business School's Summer Ventures in Management.
- Provided consulting support to Diversity Recruiting Office.

UNITED STATES AIR FORCE

Executive Officer to the Commander, Brooks City-Base, TX

2003 – 2004

311th Human Systems Wing

- Led administrative activities of the 300-member Systems Program Office with 50 acquisition programs.
- Oversaw military personnel and administrative processes.
- Organized, planned, and executed staff meetings, critical action items, and Congressional visits with Federal, State and Local representatives.
- Directed efforts to receive over \$50M for lifesaving products of key war-fighter tools by developing innovative and masterful mission briefs to senior management.
- Increased organizational manpower by 115%. Collaborated with Air Force Personnel Center resource office.

Program Manager, Chemical, Biological, Radiological Nuclear (CBRN)

2002 – 2003

311th Human Systems Wing Brooks City-Base, TX

United States Air Force

- Executed \$328M program to develop, acquire, and field the Joint Service General Purpose Mask, Joint Service Chemical Environment Survivability Mask, and the Joint Service Mask Leakage Tester.
- Developed acquisition strategy to field masks to all Air Force Personnel--supported 614,000 military personnel
- Managed test and evaluation plans; coordinated joint service requirements and concept of operations.
- Led an 8-person team and transformed operational needs into world-class CBRN protective equipment.
- Avoided \$500K in test costs; cut schedule by 3-months by orchestrating joint testing with Army-led system.
- Spearheaded qualification test program for CBRN ground mask; improved protection capabilities by 200%.
- Improved critical ground crew protective equipment for users; reduced total ownership costs by 50%.

Program Manager, F-15E Electronic Warfare Program

2000 – 2002

Wright-Patterson Air Force Base, OH

United States Air Force

- Executed electronic warfare to integrate, test, and field countermeasure dispenser system for 621 F-15 aircraft.
- Directed F-15 defensive capability program budget of \$138M.
- Drafted Statements of Work and led 14-person team in developing technical alternatives to refine requirements, costs, and schedule impacts.
- Managed Government Furnished Equipment with budget of \$12.8M. Utilized Congressionally directed funds, initiated contract, and aided Commanders in requesting additional funds.
- Directly coordinated with Congress on the expedited production and contract award for F-15E aircraft used in response to 9/11 attacks.

Contracts Manager / Buyer, F-15 E Attrition Aircraft Buy

1999 – 2000

Wright-Patterson Air Force Base, OH

United States Air Force

- Led and developed acquisition strategy and contracting effort for production contracts for 26-attrition F-15E aircraft valued at \$550M.
- Managed post-award administration--ensured compliance with cost, schedule, and technical requirements.
- Orchestrated and controlled all phases of the procurement cycle for engineering and contract changes.
- Developed acquisition strategy for future Air Force F-15E aircraft buys with annual budget of \$330M.

PUBLICATIONS

- Book Individual Contributor: *Examining Job Satisfaction: Causes, Outcomes & Comparative Difference*, 2011
- DoD Social Policies Perspectives 2010, *Post-Traumatic Stress Disorder: Fighting the Battle Within*, Jan 2010
- *The Effects of Mentoring on Job Satisfaction Among Military Academicians* in the Journal of Knowledge, Culture and Change Management, Volume 9, Issue 8, October 2009
- Peer Reviewer for the Journal of Knowledge, Culture and Change Management, 2008-Present
- Various Public Speaking and Commencement Speeches accomplished (details provided upon request)

PROFESSIONAL AFFILIATIONS

- Member, Alamo Chapter Gold Star Mothers 2018 - Present
- Northside Education Foundation (NEF) Board Member 2017 – Present
- Northside Independent School District, Resource and Innovation Grant Team Member 2017--Present
- **Winner:** San Antonio Business Journal 2016 Women’s Leadership Award
- President/CEO SPC Dane R. Balcon Memorial Fund, 501(c)3 – 2015 – Present
- Member, Program Management Institute, 2008 – Present
- Member, Dane R. Balcon American Legion Falcon Post #2008, Falcon, CO, 2007 – Present
- Founder/Past President, Pikes Peak Gold Star Mothers, Colorado Springs, CO, 2007 – Present
- Founder, SPC Dane R. Balcon AF JROTC Memorial Scholarship, Texas and Colorado 2007 – Present
- Member, Academy of Management Journal for Management & Organizational Scholars, 2004 – Present