

Janel L. Akande, MA

Brandywine, MD, 20613

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Education	Master of Arts in English Literature (Research) Virginia Commonwealth University, Richmond, VA	MAY 2016
	Bachelor of Arts in English Literature Virginia Commonwealth University, Richmond, VA	MAY 2012
Clearance	Active Secret Security Clearance	APR 2029
Experience	ASSISTANT PROJECT MANAGER Cape Fox Shared Services, Fort Belvoir, VA Land Mobile Radio (LMR) Tim Blaszkow, Sr. Director of Operations	MAR 2020- Present
	<ul style="list-style-type: none">• Assist LMR Program Lead with management and execution of acquiring, managing, and delivering non-tactical LMR systems used for public safety and base operations world-wide.• Support the Program Lead in the following:<ul style="list-style-type: none">▪ Coordinate and approve the Customer Requirement Statement (CRS)▪ Participate in site surveys▪ Solicit and review proposals▪ Manage project cost, schedule, and performance▪ Create Integrated Master Schedules (IMS) using Microsoft Project▪ Approve and manage contract modifications▪ Provide project statuses and participate in conference calls• Act as liaison support to customers throughout the entire acquisition process (initiation, acquisition, implementation, installation, and system acceptance)• Enhance various contract deliverables using Microsoft Word and Adobe FrameMaker	
	TECHNICAL WRITER & BUSINESS LEAD CyberData Technologies, Inc., Fort Belvoir, VA Army Application Migration Business Office (AAMBO)	MAY 2018- FEB 2020
	<ul style="list-style-type: none">• Technical Writer/Editor<ul style="list-style-type: none">▪ Maintained accuracy of migration assessment artifacts and technical requirements documentation (TRD).▪ Assisted in the development of cloud RFI/RFP packages.	

- Created an Army Cloud Playbook and other contract deliverables with subject matter experts using Microsoft Word and Adobe FrameMaker
 - Edited and maintained accuracy of the Migration Assessment and Rough Order of Magnitude (MAROM), created by AAMBO which fed the Cost Element Structure (CES) required by CIO/G6 and DASA-CE for submission.
 - Utilized HTML/CSS knowledge by regularly updating the Enterprise Computing Operations Service Center (ECOSC) website as the team’s Content Manager
 - Merged weekly and monthly status reports
 - Recorded meeting minutes
 - Developed work flows using SharePoint
- **Business Lead**
 - Provided acquisition support and migration planning services to Army stakeholder migrating applications to DoD Approved Enterprise Environments (DoDAEEs).
 - Acted as liaison support between application owners and cloud hosting providers (DoD and commercial service offerings).
 - Reviewed application owner developed task orders (PWS, SOW, SOO, etc.)
 - Conducted market research to ensure accurate costing elements and available cloud capabilities.
 - Developed and maintained the Army’s migration planning process and its associated templates in accordance with DoD and Army strategy and policy.
 - Assisted application owners through the Cost Benefit Analysis (CBA) process.

TECHNICAL WRITER/EDITOR, TEST ANALYST & SOFTWARE DEVELOPER

**OCT 2016-
MAY 18**

Vencore Services and Solutions, Inc., Richmond, VA
Unit Level Logistics System Aviation Enhanced (ULLS-AE)

- **Technical Writer/Editor**
 - Recorded meeting minutes; merged status reports; collaborated with Subject Matter Experts (SMEs) on deliverables; maintained SharePoint; created work flows.
 - Collaborated with SMEs to create a new iteration of the System Support Reference Guide (SSRG)

- **Risk Management Framework (RMF)**
 - Assisted Information Assurance (IA) Engineer with editing and updating documentation and artifacts required for renewing the company’s 2017 and 2018 Authorization to Operate (ATO).

- **Test Analyst**
 - Recorded software test events using Team Foundation Server (TFS) method and Excel spreadsheet method unique to company requirements.
 - Prepared lab for various test events; which included: printing and organizing documentation; loading and configuring software; and verifying utility settings.

- **Software Development**
 - Edited and maintained software’s End User Manual (EUM) using Visual Studio and RoboHelp software.

- **Configuration Management**
 - Created and managed Change Items (CIs) and Helpdesk Tickets (HDTs) for software development and test analyst team on S4IF.
 - Maintained record of development progress through company’s Requirement Traceability Matrix (RTM).

WRITING, EDITING & PUBLICATION

Freelance User Experience (UX) Writer, Upwork
(Independent)

**MAY 2020-
Present**

- Collaborate with UX Designers and Developers to create intuitive website and application content using Figma.
- Review design information and architecture in wireframes and provide feedback.
- Provide open question support for user testing and analyze feedback to optimize product content.
- Make UX copy and translations available to developers.
- Utilize the agile design process to meet project deadlines.

Research Assistant, VCU

**AUG 2015-
MAY 16**

- Contributed editing for Dr. Katherine Clay Bassard’s published body of work, *Sketches of Slave Life and From Slave Cabin to the Pulpit* (2015).
- Designed digital content using InDesign and Photoshop.

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Editor and Blog Contributor, VCU Writing Center

**AUG 2014-
MAY 16**

- Collaborated with team members to define the center's blog purpose and developed a strategy for reaching diverse audiences.
- Conducted interviews and contributed content to the blog

Freelance, The Novice Writer's Academy (Independent)

**AUG 2011-
Present**

- Provide editorial services to Virginia Union University's Samuel DeWitt Proctor School of Theology doctorate candidates and VCU School of Medicine—Virginia Commonwealth University prospective and current students.
- Published editor: *Phatt Matt Took My Doughnut, Big Bee and the Boys* (2017)

Writing Consultant, VCU Writing Center

**JAN 2011-
MAY 16**

- Corrected English grammar and syntax in various manuscripts ranging from technical writing to creative writing.
- Supervised a group of undergraduate and graduate writing consultants as a shift leader

Skills

- Adobe(FrameMaker, InDesign, Photoshop)
- Apple Final Cut Pro
- Comprehensive Cost and Requirement (CCaR) System
- Figma
- Github
- HTML/CSS
- Mac
- Microsoft Office Suite 2016 (Word, Excel, Access, PowerPoint, Outlook, Visio, Project)
- Paperless Contract Files (PCF)
- Project Management Resource Tools (PMRT)
- Project Web App (PWA)
- Quicktime Pro
- RoboHelp
- ServiceNow
- SharePoint
- Snagit
- Sustainment Support System for the Single Interface to the Field (S4IF)
- Task Management Tool (TMT)
- Team Foundation Server (TFS)
- Visual Studio
- Windows
- WordPress

Certifications & Honors

- ITIL Certification *in progress*
- Security + Certification *in progress*