

Christopher Hwalek

hwalek.cd@gmail.com • 202 329 4067 • Boca Raton, FL

Objective: Government contracting professional with technical background and 10+ years' experience in business analysis, project management, and executive communication seeking further experience in an adjacent industry.

WORK EXPERIENCE

Invoke Consulting

Oct. 2013 – Present

Management Consultant/Analyst

Client – U.S. Department of Veterans Affairs – Washington, DC (on site and remote)

- Collaborates with subject matter experts to identify and manage risks and mitigation strategies, to include creating and managing risk registers, conducting regular updates, communicating risks to leadership, and aiding the analysis on risk acceptance.
- Creates documents, spreadsheets, and presentation materials on behalf of client, to include official U.S. government documentation, often requiring information-gathering and collaboration with various subject matter experts; reviews and edits to improve existing documentation for quality, clarity, brevity, and visual appeal.
- Aided analysis of IT system functionality and KPIs to ensure they complied with legal requirements and satisfied mandates from the US Congress, Executive Orders, and Supreme Court rulings.
- Assists executive in maintaining open communication with team of 20+ staff, to include tasking, status tracking, and follow-ups to confirm action item closure (100% rate).
- Writes and edits executive-level communications and briefings for strategic informational or decisional purposes, to include email correspondence, white papers, and presentations, for an executive leadership audience up to and including the Under Secretary level.
- Manages small to mid-sized projects, such as Microsoft SharePoint builds and quarterly conferences, from inception to completion, to include requirements elicitation, task scheduling, stakeholder collaboration, and status reporting.
- Designs and maintains complex file structures for the organization of file collections and repositories (thousands of records/files), often in SharePoint; acts as administrator for SharePoint environments, to include the management of repository taxonomies and user permissions structures.
- Facilitates meetings and meeting content through scheduling and managing invitations, preparing agendas and presentation materials, leading meetings, promoting discussion, and capturing outputs as meeting minutes and action items.

Triad Systems International

2011 - 2013

Geospatial Analyst

Client – Department of Defense – Springfield, VA

- Created geographic datasets from primary source material and reviewed large geodatabases for quality of geographic data, data schemas, and metadata.

EDUCATION & CERTIFICATION

The George Washington University – Washington, DC

BA, Geography

Lean Six Sigma

Green Belt Certification