

## Shawn L. Brann



### PROFESSIONAL SUMMARY

Experienced technical writer/editor, instructor, course developer, policy developer, administrator/manager, research analyst, and educator with over twenty years' experience working in the local community, the Department of Defense (DoD), and the Intelligence Community (IC) on highly-regarded and dynamic IC-organization contracts. Possess outstanding organizational skills, attention to detail, and professionalism in the workplace resulting in exemplary to above average performance reviews.

Educator with seven years' experience developing relevant course syllabi and professional leadership skills to prepare students for college and the workforce.

### EDUCATION

- BA English, George Mason University, 1995
- BA Speech Communications, George Mason University, 1995
- MS Education, Secondary Education specialty, George Mason University, 1999
- Certification, Educational Leadership Licensure Program for administrative licensure, George Mason University, 2006

### CLEARANCE

Active TS/SCI clearance with CI polygraph

### EMPLOYMENT HISTORY

**General Dynamics Advanced Information Systems/Mission Systems, Chantilly, VA, March 2014 - present**

#### **Senior Technical Writer – (March 2014 - present)**

- Edited and transitioned into newly-created templates over 90 previously and newly-created technical and policy documents since arriving in March 2014.
- Created new templates for the different types of internal policy documentation in the division.
- Responsible for the editing of the General Dynamics Advanced Information Systems (GDAIS) monthly report for the project, which includes communicating with project leads regarding due dates and assignments.
- Tasked by the Contract Mission Lead to lead internal SharePoint content management efforts and internal policy documentation efforts.

- Assisted in the analysis of a Defense Advanced Research Products Agency (DARPA) study for internal use on the project.
- Assist the chief of the division and other government leads with various editing assignments as requested or assigned.
- Perform other ad hoc assignments as assigned, such as the development of PowerPoint presentations for presentation to the government client.

**CACI, Chantilly, VA, December 2011 – March 2014**

**Technical Writer/Editor – (June 2013 – March 2014)**

- Responsible for the editing of all the project deliverables from development to final base-lining, including but limited to: functional documentation, weekly reports, technical documentation, standard operating procedures, training materials, white papers, CACI internal papers, and other government deliverables.
- Document meeting minutes at a weekly program management meeting between my customer and our joint project customer; documented minutes for functional interface meetings in in 2013 as well.

**Interface Tester – (December 2012 – March 2014)**

- From December 2012 to April 2013, I was responsible for the drafting and development of a testing plan for PRISM “2.5” interface enhancements.
- Tested interface functionality using software called soapUI. Responsible for updating customer-generated XMLs in order to complete the various test plans.
- Met regularly with my CACI interface team, government customers, and other project-based contractors during user-acceptance testing.
- Assisted in the development and testing of PRISM/MIPR interface enhancements during the summer of 2013.
- Developed a testing plan for the testing of PRISM/Purchase Cards interface enhancements and the development of a testing plan for the testing of PRISM/MOCAS in 2014.

**Technical Trainer – (December 2011 – October 2012)**

- Provided technical training support to a business software-themed project supporting two clients in the IC.
- Responsible for developing training curriculum, lesson plans, and course materials.
- Responsible for managing the course schedules and logistics of course material production and delivery.
- Responsible for delivering course material to end users in a format that’s easily comprehensible in order to best prepare them for their job duties.

**TASC, Inc. Chantilly, VA, July 2006 – December 2011**

**Technical Writer/Editor – (June 2009 – December 2011)**

- Provided support to a government lead in two Office of Policy & Strategy (OP&S) regular meetings, a space-related forum and a working group meeting between my organization in the IC and a United States government civilian agency.
- Provided support to additional meetings that arise as a result of the two meetings above. Many of the agenda topics lead to supplemental meetings between my organization and individuals from other government organizations/agencies that are mutually beneficial to the organization, its colleagues, and its clients.
- Researched potential topics and provide guidance to government customer, specifically forward-thinking ideas that may benefit the organization as a whole.
- Developed and nurtured relationships across a vast cross-section of the space community, providing a conduit between those outside my overall organization and OP&S.
- Lead SETA support for OP&S's Policy & Strategy Coordination Group (PSCG) meetings, directly supporting the Director of OP&S. The PSCG provides important two-way communication between OP&S and the entire organization.
- Provided technical editing and writing of policy documents, high-profile publications, and ad-hoc assignments, possessing the ability to effectively work with customer at all stages of document development, from pre-coordination through final technical edit.
- Reviewed proposed policy, provided written commentary, and reached out to subject matter experts as required.

**Technical Writer/Editor & Section Manager (July 2006 – June 2009)**

- From October 2008 to June 2009, performed all required duties of a TASC section manager, which included evaluating resumes, leading interviews of potential new hires, and hiring new team members on a vulnerability assessment program during a period of attrition.
- Conducted midyear reviews and yearly evaluations of nearly all of the employees on the program; during my tenure, the program was short one section manager so I was performing the role of normally two people in addition to my technical writing responsibilities.
- Edited, wrote, and/or rewrote technical reports, documentation, presentations, and other materials to communicate clearly and effectively analytical findings from large-scale vulnerability assessments – during my time on the program, the team performed the majority of the largest-scaled assessments in the program's history.

**Prince William County Schools, Woodbridge, VA July 1999 – June 2006**

**Language Arts Teacher/Teacher on Administrative Assignment (Principal Track)/Lacrosse Coach**

- Proven experience in course development, instructing, mentoring, and administration as a Language Arts/Humanities educator for the Prince William County School System at Woodbridge Senior High School.

## Shawn L. Brann - Résumé

- In addition to my teaching role, served as an ad-hoc administrator while completing an internship in Educational Leadership – this role required me to perform all of the duties of a high school assistant principal.
- Coached high school lacrosse as an assistant coach for varsity and head coach for junior varsity from 2000-2005.

### **ADI Technology Corporation, Fairfax and Arlington, VA, May 1994 –August 2000**

#### **Program Analyst**

- Provided program support to ADI's Naval Sea Systems Command (NAVSEA) 688 class submarines contracts and other U.S. Navy contracts, including the Virginia Class submarine program.
- Key enabler, program support, and integral lead in document management and storage efforts as the U.S. Navy's NAVSEA offices prepared for move to the Navy Yard in Washington, DC. The scanning of thousands of classified documents resulted in a mass savings of storage space for the customer. In addition, the majority of this work was a self-directed effort.
- Returned to ADI in the summer of 2000 while on my first summer break as an educator

#### **AWARDS**

- Earned Special Achievement Award from TASC in June 2008 for outstanding achievement on the VAP program; during the period I earned the award, I was the only technical writer/editor on the team editing 50-100 reports for large network and system-based assessments through multiple revisions.
- Earned a Certificate of Appreciation for outstanding performance as a member of the OP&S in March 2011, based on my direct support to my government lead for two of his multi-agency working group meetings.
- Earned a letter of appreciation from the director of a major IC government agency for outstanding effort in support of a visit from senior leadership of NASA's Johnson Space Center (JSC) to agency headquarters in August 2011; this letter was included with a letter from a senior at NASA/JSC that mentioned me by name and was copied to many seniors at the agency and NASA/JSC.
- Part of a joint financial system project at two IC agencies honored by the Director of National Intelligence (DNI) in 2013.
- Part of a team at GDAIS awarded with the 2014 Cyber Engineering Excellence Award in 2014.
- Earned a Certificate of Appreciation in appreciation of exceptional performance and outstanding contributions to the mission of my current division in December 2015 for support during an external assessment of our program.

#### **COMMUNITY INVOLVEMENT**

- Member of "Linton Hall" Elementary School naming committee - 2011
- Member of Vice Principal and Principal interview panels for Piney Branch Elementary School – 2011, 2012, and 2013

## Shawn L. Brann - Résumé

- Member of Prince William County Public Schools (PWCS) budget committee led by PWCS School Board Brentsville District representative Gil Trenum – 2012 to present
- Member of boundary committee for “Haymarket Drive” elementary school – 2013
- Member of boundary committee for “Devlin Road” elementary school - 2014
- Chairperson of Piney Branch Elementary School Advisory Council – 2012 to present
- Brentsville District Representative on the Safe Schools Advisory Council in PWCS – named by School Board representative Gil Trenum in 2015 for a two-year term
- Chair of the Safe Schools Advisory Council – 2015-2016
- Youth soccer coach and assistant coach (Virginia Soccer Association and Northern Virginia Soccer Club)
- Committee Chair and Chartered Organization Representative Cub Scouts Pack 1343, Piney Branch Elementary – 2015 to present