

Emily C. Olsson
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Summary

Ms. Olsson has one year of full time experience, as well as several internships. Her experience is varied. She has worked as writer and promoter of a blog, and she has also used HTML code to customize another blog. In her current positions at Booz Allen Hamilton, she has used program management skills to help coordinate the administrative needs of 170 contract staff on the IT and IA Assurance and CISO Support contracts at the Department of Veterans Affairs (VA), and she has also supported the Communications team.

Education

Bachelor of Arts Degree in International Relations 2010
Colgate University, Hamilton, NY
Majored in international relations with a concentration in art history; graduated cum laude and speaks Spanish, Italian, and Portuguese

Applicable Career History & Accomplishments

Booz Allen Hamilton, Consultant

*May 2011
– Present*

- Program Management Support, IT & IA Assurance and CISO Support Contracts

Ms. Olsson manages 170 plus project team members' onboarding documentation and training requirements, including paperwork for background investigations, training, network, email, and VPN accounts. She coordinates government furnished equipment (GFE) requests and facility access requirements. She also assists in compiling ad hoc requests from project leads and VA clients.

In this role, Ms. Olsson also collects input from contributors for multiple status reports. She then selects the appropriate information and formats and tech edits it. The number and type of reports that are submitted to the Contracting Office Representative (COR) has varied. For IT & IA Assurance, there were two bi-weekly status reports (BWSRs), monthly cost report (MCR), and CIOSP2 report. For the CISO Support contract, there is a monthly activity report (MAR), MCR, CIOSP2 report, OIT Communications Council MAR, Office of Information and Technology (OIT) Communications MCR, and Burn Rate Tracker (BRT)/Activities spreadsheet. She uses the information compiled in these reports to assist in the creation of ad hoc reports and templates from project leads and clients.

Furthermore, Ms. Olsson updates the Hello project sites with relevant information and maintains the online database of final deliverables for both contracts. She helps stand up sub-sites for particular tasks within either contract and helps with any ad hoc request.

Ms. Olsson coordinated a All Hands meeting and happy hour for three of Booz Allen's contracts with the Office of Information Security (OIS) at the VA.

- Communications Support, CISO Support Contract

Ms. Olsson provides general support to the Communications team. Some of her weekly tasks include, tracking program goals through maintenance of the Communications team's Work Breakdown Structure project plan; monitoring a shared inbox designed to respond to client questions; scheduling photo shoots for the Veteran Information Protector (VIP) campaign; and assisting with the Information Security Awareness Week (ISAW) campaign that goes out to VA medical centers and regional offices across the U.S.

Peacefare.net, Contributor

Ms. Olsson helped customize a website using HTML code. She maintained a calendar of upcoming diplomatic events. She established and updated a database of end-users and sent weekly summaries of the posts to these users via DADA mail.

*November
2010 –
April 2011*

Small Kitchen College, Contributor

She wrote articles on various food and charity related topics. She also wrote a review of a cookbook.

*November
2010 –
April 2011*

National Endowment for Democracy, Intern to the President's Office

Ms. Olsson provided ad hoc support to the President's Office at the National Endowment for Democracy. She wrote an article for publication in organization's journal on the Uyghur's situation in China; conducted research in English and Italian in order to write a report on media control in Italy; analyzed questions for World Youth Movement for Democracy writing contest; learned and managed Razors Edge database of contacts; organized events, such as Democracy Award and panel discussion with Kenyan Parliament; and redacted documents under the Freedom of Information Act (FOIA).

*May 2009
– July 2009*