**Paul L. Shoop**

**Supervisory Management & Program Analyst**

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**SUMMARY**

A self-motivated professional with 28 years’ experience—20 years’ US Air Force service and eight years in the public and private sectors. Over 18 years’ experience leading diverse, cross-functional teams of 25+, managing programs and projects of varying scales and complexities. Certified and experienced in traditional and Agile project management methodologies. Superior communication and problem-solving skills. Embodies ideals of honesty, integrity, and work ethic.

**SKILLS**

Leadership, Supervision, Program Management, Project Management, Agile, Lean, Six Sigma, Contract Management, Business Intelligence, Performance Management, Scheduling, Budget, Acquisitions, Data Analysis, Data Science, Power Platform Development, Python, SQL, NoSQL, Tableau, Power BI, Jira, Confluence, ServiceNow, Time Management, Talent Development

**PROFESSIONAL EXPERIENCE**

**Department of Veterans Affairs (VA), Remote** –*Supervisory Management & Program Analyst*

February 2023 – Present

* Supervised team of seven remote analysts, responsible for driving the evolution of business intelligence and performance management for the VA Office of Information Technology (OIT)
* Led three critical programs for C-Suite; achieved 100% compliance with legal requirements
* Drove development of AI Use Case Inventory tool as Product Owner, providing the VA with central governance tool to manage 150+ AI tools; application delivered on time & on budget
* Founded 12-person Tiger Team to develop cost savings program; reported $102M savings
* Led 8-month project to overhaul business processes for the development of strategic-level performance measures; measures enabled C-Suite to make data-driven strategic decisions
* Initiated project to develop outcome-based KPIs for 326 budget requests in OIT Multi-Year Planning budget; enabled CFO to develop 1:N prioritization list based on quantitative data
* Designed and built Power App for collecting enterprise performance measure data from 13 offices, automating data collection and reporting processes; saved 40 labor hours per month
* Created network diagram in Python to analyze OIT governance structure, leading to reform of governance; streamlined from 13 to eight governance bodies and reduced redundancy

**Riverside Research, Dayton, OH** – *Intelligence Production Manager*

January 2022 – February 2023

* Managed production for offices across 4000+ person agency, leveraging ServiceNow and Tableau to streamline production tracking and increase transparency through KPI reporting
* Developed budget and acquisition strategies for new $30M, 5-year Department of Defense program; successfully defended against $3M Congressional Mark in first year of execution
* Oversaw financial management for budget exceeding $6M annually, tracking funding from fiscal year planning to execution; found and fixed math error, averting $1M budget shortfall
* Built unified financial reporting dashboard in Tableau; reduced weekly meeting time by 75%
* Authored Python script to aggregate thousands of production requirements, automating the process to ingest requirements into ServiceNow; reduced human error in data entry by 45%

**Booz Allen Hamilton, Dayton, OH** – *Program Manager for OSINT and Data Science*

February 2019 – January 2022

* Supervised team of 35+ local and remote OSINT Analysts, Translators, Data Scientists, and Software Engineers on 12 concurrent, cross-functional projects supporting numerous clients
* Drove business development through authoring technical and staffing volumes for proposal responses; won multiple new contracts worth $20M annually and added 20 new employees
* Conducted market research and drafted white papers, outlining new approaches to complex client challenges; resulted in multiple software development sales worth over $13M annually
* Led three Scrum teams on concurrent hybrid Agile projects to deliver new solutions for data collection, cloud (AWS), and full-stack applications; all projects delivered on time and budget
* Prototyped natural language processing tool in Python, using Multinomial Naïve Bayes and Latent Dirichlet Allocation models, deriving insights from 150 terabytes of unstructured data

**Booz Allen Hamilton, Washington, DC** – *Project Manager & Translator*

October 2017 – February 2019

* Led 5-person team, responsible for project management, scheduling, and quality control
* Translated technical materials from Russian into English, meeting client production timelines
* Designed database to catalog critical client information, increasing translation efficiency

**United States Air Force, Various Locations** – *Analyst, Supervisor & Manager*

September 1997 – October 2017

* 20 years in the US Air Force as an analyst, interpreter, leader, supervisor, and manager
* 15 years’ supervising and leading teams of 25+ on multiple programs and projects
* Full military service history available upon request

**EDUCATION & TRAINING**

**Bachelor of Science – Political Science & International Relations**, Troy University, 2009

**Associate of Applied Science – Intelligence Studies & Technologies**, CCAF, 2011

**Associate of Arts – Russian,** Defense Language Institute, 2009

**Certificate – Intermediate Data Science Bootcamp**, Data Society, 2021

**Certificate – Data Visualization Bootcamp**, General Assembly, 2020

**Certificate – Data Science 5K Bootcamp**,General Assembly, 2019

**CERTIFICATIONS**

**PMI Project Management Professional** (PMI-PMP), 2025

**Federal Acquisition Program/Project Manager Mid-Level** (FAC-P/PM Mid), in progress 2025

**Federal Acquisition Contracting Officer’s Representative** (FAC-COR II), in progress 2025

**Six Sigma Yellow Belt** (LSSYB), 2024

**Certified Scrum Product Owner** (CSPO), 2022

**Certified ScrumMaster** (CSM), 2021

**Agile Certified Professional** (ACP), 2021