

# AMANDA J. RUHSAM

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## PROJECT MANAGER

PROGRAM LEADER • INTERNATIONAL AFFAIRS • SUBJECT MATTER EXPERT

COMMUNICATING WITH TACT & DIPLOMACY | HIGH IMPACT PRESENTATIONS | PUBLIC SPEAKING MASTERY

### SNAPSHOT OF VALUE OFFERED

Entrepreneurial business champion, motivated by challenge, willing to take fast and calculated action to execute and implement programs, processes and structure that drive innovation and growth. Passionate with ability to inspire and energize teams and organizations.

INTERNATIONAL RELATIONS  
HUMAN RESOURCES  
PROGRAM ADMINISTRATION  
IT MANAGEMENT  
ADMINISTRATION  
LIBRARY MANAGEMENT

Global Business Management • Policy & Government Support  
Personnel Skill Development Training • Task Management • Critical Thinking  
Program Design & Coordination / Implementation • Funds Management  
Data Classification • Computer Set-Up/Configuration • Software Security  
Publication Revision Development • Report Authorship • Records Oversight  
Technical Publications • Library Management • Audit • Information Analysis

### PROFESSIONAL EXPERIENCE

INNOVOSCIENCES LLC, PALO ALTO – CA (2016 TO PRESENT)

**SENIOR PROJECT MANAGER**

*Privately-held medical device development startup company committed to addressing unmet clinical needs in surgery with innovative technologies. Head team of 15 direct reports:*

Stepped into startup organization with no defined process or operational leadership. Instituted structured systems to motivate Business Team to outperform targets. Directly recruited by Chief Executive Officer to manage workflow, maximize proficiency, and oversee every aspect of Logistics, Business Coordination, International Relations, and Personnel Management.

- ✓ **Head team of 15 direct reports:** Project Managers, Senior Designers, Senior Electronics Technicians, Senior Software Manager, and support staff.
- ✓ **Heightened company's visibility** through speaking engagements at industry and customer events. Represented organization to the public, gaining positive print and online press.
- ✓ **Intellectual Property Management:** implemented security methods and procedures.

AECOM (PREVIOUSLY URS AND JK HILL & ASSOCIATES), CAMP PENDLETON – CA (2008 TO 2016)

**MANAGER • ADMINISTRATOR • CENTRAL TECHNICAL PUBLICATION LIBRARIAN • QUALITY ASSURANCE**

Recruited to direct the overall Publication, Policy & Program Management of the entire Central Technical Publication Library (CTPL) program which provided Aerospace contracting and support for the Marine Corps H-1 community. Established policies, implemented standards, and created training for all squadrons on the management of Portable Electronic Maintenance Aids (PEMA's). Designed an overall

PROFESSIONAL EXPERIENCE (Continued)

baseline for other CTPL’s to mirror as the “Model Manager”. Training offered: maintenance, software updates, information acquisition, data entry, accountability, and processes for logging discrepancies.

AECOM (PREVIOUSLY URS AND JK HILL & ASSOCIATES), CAMP PENDLETON–CA (2008 TO 2016)

LEADERSHIP	Cited as example in Washington D.C. during contract bidding due to effective management style throughout Camp Pendleton
OPERATIONAL EXCELLENCE	Recipient of “Employee of the Quarter for Third Quarter 2013” Award
SUBJECT MATTER EXPERTISE	Authored report was selected by Pentagon Central Librarian to develop ongoing corrective actions in support of greater functionality of libraries on a fleet-wide basis.

**Initiatives Spearheaded:** Developed and implemented local, Navy, and Marine Corps policies and procedures, model program, and training – all of which became integrated and directly affected Central Technical Publication Libraries (CTPL’s) throughout the Marine Corps (H-1) community.

- Wrote policy, coordinated, incorporated, issued out, tracked, and ensured compliance of Local Command Procedures (LCP’s), Navy, Marine Corps policy, as well as company policy (URS/AECOM). Maintained balance between all entities involved.
- “To Go” person, sought out for Subject Matter Expertise on program management & CTPL issues. Created stability for squadron CTPL’s due to experience and specialized knowledge. Reduced high turnover rates as they could rely on my guidance, training, audits, and ongoing program management assistance.

**Organizational Contributions:** Consistently went above and beyond the call of duty to improve the safety of Marines on Camp Pendleton H-1 community by guaranteeing accurate information for maintainers due to properly managed CTPL programs. Created effective change in Policy & Management shortfalls by conducting regular research and trend analysis.

MILITARY SERVICE: U.S. MARINE CORPS: 2002–2006  
(Served in support of Operation Iraqi Freedom & Operation Enduring Freedom)

- **Licensed Parachute Rigger**, trained to pack, maintain and repair parachutes. Supported ongoing Humanitarian Aid Missions by rigging parachutes for airdrop of resupplies.
- **Jump Master Lead**, ensured that every Paratrooper was proficient at the following Airborne operational techniques (Airplane Procedures • Combat Equipment Jump (Day/Night) • Parachute Safety, Deployment & Control • Static-Line Jump & Landing Techniques).
- Advanced knowledge of fabrics, hardware, webbing, regulations, sewing, packing, and other aspects related to the building, packing, repair, and maintenance of parachutes. Rigging/packing parachutes for personnel jumps, jumping, inspecting personnel, parachutes, and rigged loads for safety prior to missions.
- Administrative responsibilities involved extensive analysis, organization and PowerPoint preparation of Mission Briefs for several countries. Successful completion of specialized military training on a variety of subjects.

SPECIALIZED MILITARY TRAINING

- Advanced Sewing Machine Repair School
- Airborne School
- Central Technical Publication Librarian School
- Jump Master School
- Marine Corps Boot Camp & Combat Training
- Parachute Maintenance & Airdrop Course
- Parachute Rigger School
- Sherpa (GPS Guided Parachute System) Course

EDUCATION | TRAINING | CERTIFICATION

Pepperdine University (Current)  
Clinical Psychology (MA): LMFT/LPCC

Stanford University Certification (2017)  
Advanced Project management | Productivity & Profitability | Cross-functional Team Lead

American Public University  
**Master of Arts Degree** (2015): International Relations, Conflict Resolution,  
Comparative and Security Issues Concentration

American Military University  
**Bachelor of Arts Degree** (2014): International Relations, Comparative Politics Concentration

AWARDS | COMMENDATIONS

- Within the Top 5 female marines to successfully complete Jump Master School •  
(Awarded German Special Forces patch)
- Special recognition by German Special Forces Airborne Sergeant Major •
- Civilian of the Quarter & Numerous Letters of Appreciation •  
(Commanding Officer – Camp Pendleton)
- The National Agency Check with Inquiries (NACI) Federal Security Clearance •

PROFESSIONAL AFFILIATIONS & MEMBERSHIPS

- Phi Alpha Delta International Law
- Intercollegiate Studies Institute •
- United Nations (San Diego Chapter) •
- International Diplomacy Club •

