

## ALETA M. BUSSELMAN

Work (509) 371-7705  
Cell (509) 308-0373

## EDUCATION/QUALIFICATIONS

BA in Business Administration (WSU)  
Management Skills Development Program Graduate  
Certified Project Management Professional (PMP #76733 held since 10/06)  
Certified Earned Value Professional (EVP #247 held from 9/06-9/15)  
Cleared to Meet Sensitive Project Requirements  
Certified ScrumMaster Trained  
Enforcement Coordinator Experience  
ORPS Facility Manager Experience  
Trained Cause Analyst

**Believes in learning  
from the past, focusing  
on team strengths, and  
improving the path  
forward.**

## WORK EXPERIENCE

### ASSESSMENT AND ISSUES MANAGEMENT (AIM) MANAGER

PNNL, Laboratory Performance and Planning Management  
December 2014 – April 2017

**Lab-Level Assessment, Issues Management Life-Cycle, and Independent Oversight Manager:** PNNL ORPS Facility Manager, PNNL Enforcement Coordinator, Laboratory Assessment Management: Manage the Event Reporting Program, provide Event Classifier training, expertise in overall issue identification and reporting. Development and oversight of assessment scheduling and issue tracking tools, provide trained DOE Regulatory Compliance Screeners, provide trained critique facilitators/recorders, qualified causal analysts, assessors for strategic assessment activities, facilitation services for corrective action planning, and leading Lab-level effectiveness evaluations to obtain issue closure. Primary contact for interactions with the Pacific Northwest Site Office and Office of Enforcement requests related to Non-Compliance Tracking system issues. Trained Cause Analyst (Conger-Elsea Management Oversight and Risk Tree (MORT), and other cause analysis methodology).

### PROJECT LIFE-CYCLE DIVISION (PLD) GROUP MANAGER

PNNL, Project Life-Cycle Division (PLD)  
October 2012 – December 2014 (Internal Promotion)

**Directorate Project Controls Group Manager and Project Portfolio Management (PPM) Software Deployment Lead:** Provided consultation, training, and project controls support and staff for Project Management Office Directors and their project managers. Responsible for deploying and training staff to the Oracle Fusion Project Portfolio Management tool within the Laboratory. Developed strategic proposal development processes to capture business.

### SENIOR PROJECT CONTROLS SPECIALIST

PNNL, Project Controls Group (PCG)  
June 2008 – September 2012

**Project Management Lead for Various Multi-Million Dollar Programs:** PNNL Laboratory project controls lead and program integrator for several DOE-funded Laboratory projects. Managed core business/financial team that supports the bulk of the Secure Cyber Systems organization projects. ScrumMaster for several software development teams.

### PROJECT TASK MANAGER

Battelle, Toxicology Northwest  
January 2008 – May 2008 (short-term special assignment)

**Over 20 years of project management experience  
and skills applied towards the pursuit of successful  
Expert Delivery at Lab.**

**Task Manager for Projects with a Total Business Volume of ~\$15M:** Implemented project controls (based on risk thresholds) needed to manage project scope, schedule, and budget from contract award through project closeout.

### SENIOR PROJECT CONTROLS SPECIALIST

PNNL, Operational Systems Directorate, Project Controls Group  
August 2007 – December 2007 (short-term special assignment)

**Project Management Consultant:** Provided project management support for the reorganization and implementation of the new Operational Systems Directorate managed by the Associate Laboratory Director for Operations. Key project controls specialist for the “How Do I (HDI)” project (formerly Standards Based Managed System (SBMS)).

## ENVIRONMENTAL MANAGEMENT OPERATIONS MANAGER

PNNL, Environmental Management Services Division (EMSD)

June 2006 – September 2007

**Project Manager for the Atomic Energy Commission Bus Lot Cleanup Project (Phase 1), Lead for the Start Clean/Stay Clean/Unneeded Materials and Chemicals (SCSC/UMC) Program, Manager of the Laboratory ISO 14001 Program (e.g., Pollution Prevention):** Negotiated with the Department of Ecology, and prepared a cleanup plan per the Model Toxic Control Act (MTCA) specifications. Negotiated with 13 different Management Systems, as well as, multiple layers of Management (including DOE Oversight) to establish acceptance criteria for the SCSC/UMC program requirements, and successfully managed the Pollution Prevention (P2) Team and responded to external DOE and regulatory agency audits. Conducted internal assessments and risk analysis for the Lab. Communicated and trained Laboratory staff and management on Environmental requirements.

## PROJECT CONTROLS OPERATIONS MANAGER/PROJECT MANAGEMENT SYSTEM OWNER

PNNL, Project Controls Group (PCG)

December 2004 – June 2006 (Internal Promotion)

**Operations Management for the Project Life Cycle Division, Project Management/Electronic Prep and Risk System Owner, Budgeting and Marketing for the Department:** Project Management/Laboratory Risk management system owner and subject matter technical expert. Lab-level lead for the Project Status/Closeout Initiative. Develop and train Laboratory staff to requirements/standards for the Essentials of Project Management. Financial planning point of contact for the Chief Financial Officer (self-assessments, performance assessment, strategic and business planning). Maintained operations of the organization (SWOT analysis, staff recruitment, organizational operation plans and procedures, staff/customer relations, financial analysis and management, tailored training programs).

## PROJECT CONTROLS SPECIALIST

PNNL, Project Controls Group (PCG)

February 1999 – December 2004

Strive to facilitate trust, integrity, and authentic team environments that are **customer focused and value-driven.**

**Project Management Lead for Multi-Million Dollar Program, Budgeting and Contracts Manager, Training and Technical Services Consultant:** Project controls lead and program integrator for the International Radiological Threat Reduction Program (~\$25M business volume). Primary point of contact for 28 foreign countries. Responsible to integrate contracts, deliverables, and narrative data for 10 laboratories. Assessed and monitored budget and funding needs for DOE HQ Managers. Provided consultation/training on project management principles/processes to customers and mentoring junior staff (includes International clientele and travel). Utilized various project controls software and tools to assess project performance using EVM analyses (e.g. Primavera, MS Project).

## DEPARTMENT PROGRAM MANAGEMENT SPECIALIST

Battelle Northwest Laboratories/Battelle Columbus (Branch located in Richland)

December 1993 – January 1999 (Internal Promotion)

**Technical and Business Liaison for Department of Health and Human Services Toxicology Program and Program Office Supervisor:** Coordinated the activities associated with preparation/submission of technical and business proposals for industrial and DHHS clients (BV up to \$25M) – includes accumulating, reviewing and compiling client required documentation and assuring that the technical and business proposals meet regulatory requirements.

## QUALITY ASSURANCE ASSISTANT

Battelle Northwest Laboratories

September 1986 – November 1993

Technical experience built on rigorous quality program application and strong project management principles and processes.

**Auditor/Inspector for Good Laboratory Practice Regulations:** Included audits of critical data records and reports for accuracy, completeness and compliance to protocols, standard operating procedures and Good Laboratory Practice Regulations. Drafted standard operating procedures and inspection reports and frequently performed surveillance of animal activities within the Laboratory. Note: Internal promotion after the Cooperative Office Student assignment.

## REFERENCES

Available upon Request