

# BOBBIE L. JESSIE

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## QUALIFICATIONS SYNOPSIS

Over twenty-five years of management experience supporting the National Aeronautics and Space Administration (NASA). Accomplished leader with proven track record of effectively leading teams, coupled with demonstrated ability to problem solve. Collective knowledge of Program Management, Resource Management, Configuration Management, Documentation Management, and Project Tracking. Respected business owner with reputation of integrity and excellence.

- Program Management
- Resource Management
- Budget Analysis
- Configuration Management
- Project Tracking
- Documentation Management
- Project Administration
- Personnel Management
- Travel Management

## PROFESSIONAL EXPERIENCE

### JES TECH, HOUSTON, TX

#### President & CEO

May 2004 - Present

Owner of JES Tech, a small business providing government and commercial clients with first class project management and staffing services. Created and implemented business strategies to promote continuous improvement and development of company.

- ❖ Implemented efficient organizational structure and business systems to achieve profitable operations from inception
- ❖ Revenue growth of 275% in the first 20 months; Employee population growth from 17 to 55
- ❖ Expanded business base by strengthening relationships and introducing clients to company's win-win strategy and focused customer service philosophy

### GHG CORPORATION, HOUSTON, TX

#### Program Manager

September 1998 - May 2004

Managed multiple contracts with comprehensive responsibility of more than 300 employees located through out the United States. Worked closely with NASA senior management to ensure outstanding performance and achievement of overall contract objectives. Responsibilities included maintaining high-level employee performance, recruiting and hiring, record management, contract expenditures, and travel arrangements. Contracts supported included Mission Support Contract (MSC, Mission Support Operations Contract (MSOC) and Consolidated Space Operations Contract (CSOC).

- ❖ Improved client relationships by increasing communication with managers and other team members

- ❖ Increased employee retention rate by building and preserving relationships individually, fostering honest exchange of ideas and open dialogues
- ❖ Successfully directed diverse team of professionals at multiple locations, including the management of three (3) collective bargaining unions
- ❖ Effective, detailed tracking of task orders for project management, including project analysis, manpower costs, materials, and short-term/long-term trend analysis
- ❖ Accomplished successful transition of 300 employees to CSOC contract in less than 2 days
- ❖ Consistently received contract award fee evaluation scores graded at 90 or higher

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**ENTERPRISE ADVISORY SERVICES, INC., HOUSTON, TX**

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**Program Manager (AR&SD)****July 1997 - September 1998**

Provide broad range of Program Management support to NASA Engineering Directorate, in the areas of Resource Management, Configuration Management, and Documentation Management. Responsibilities included managing team of 16 employees, to include recruiting and hiring and manage employee performance.

- ❖ Established and utilized efficient controls and procedures to comply with NASA regulations
- ❖ Performed and tracked cost avoidance analyses, program funds scheduling, and cost variance analysis

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**GHG CORPORATION, HOUSTON, TX**

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**Program Manager (AR&SD)****February 1990- July 1997**

Program Manager assisting the NASA Mission Operations Directorate including Resource Management, Configuration Management, and Documentation Management. Supervise and coordinate personnel activities and workloads in support of Automated Robotics and Simulation Division (AR&SD). Head team of 16 employees, as well as recruiting, hiring, and overall supervision of employee performance. Review and update NASA JSC and AR&SD Documentation and Configuration Management Work Instructions. Manage Budget and Program Analysis of AR&SD resources for division. Supported Program Control Office contract (PCO).

- ❖ Explored and executed new initiatives to improve reliability and effectiveness of configuration management systems and logistics
- ❖ Maintained Technical Data Center to provide NASA and contractor personnel with efficient repository of documents
- ❖ Consistently received contract award fee evaluation scores graded at 90 or higher
- ❖ Achieved 100% employee retention rate during tenure

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## EDUCATION

**Masters of Arts**, University of Houston - Clear Lake, Houston, Texas

**Bachelors of Science**, North Texas State University, Denton, Texas.

**Memberships:** National Management Association