

## **MICHELLE RATHBUN, PMP**

### **EXPERIENCE SUMMARY**

Mrs. Rathbun has more than twenty years of experience supporting the U.S. Department of Energy (DOE) programs at headquarters. She has worked onsite for most of DOE's mission areas: Science, Energy Efficiency, Renewable Energy, Nuclear Energy, Fossil Energy and Nuclear Security. Her experience includes performance evaluation, program management, advisory committee management, science education outreach, and event planning.

Her current assignment is on-site management support to the Office of Enterprise Project Management at National Nuclear Security Administration.

### **DETAILED EXPERIENCE**

#### **Management Analyst – Longenecker & Associates Washington, D.C.**

March 2018-Present

Program support to NNSA Office of Acquisition & Project Management

#### **Energy Analyst – Energetics Washington, D.C. and Columbia, MD**

September 2014-February 2018

- Project Coordinator for DOE Solar Decathlon 2017
- Event Planning Team for Energy Exchange 2015, 2016, 2017
- Coordinator for DOE FEMP ESPC ENABLE Program 2014-2015
- Proposal Team Coordinator for Federal, State, and Commercial RFPs
- Special Assistant for Building Energy Solutions Division
- DC Office Operations Manager

#### **Senior Consultant – IBM Global Business Services (NISC/TMS, Inc.) Washington, DC area**

June 1998-September 2014

- DOE Headquarters analysis and program support
- Federal advisory committee membership support
- Regional and national coordinator team for DOE National Science Bowl

### **CLIENTS AND PROGRAM KNOWLEDGE**

Department of Energy Projects over a variety of DOE Mission Areas:

- NNSA Office of Acquisition & Project Management, 2018-present
- EERE Office of Strategic Programs, 2016-2018
- Federal Energy Management Program, 2011-2018

- Sustainability Performance Office, 2012-2014
- Office of Nuclear Energy, 2010-2013
- Office of Workforce Development for Teachers & Scientists, 2000-2010
- Office of Fusion Energy, 2000-2005
- Office of Energy Efficiency and Renewable Energy, 1999-2005
- Office of Fossil Energy, 1998-1999, 2013-2014

## PROFESSIONAL EXPERIENCE

### Contract and Staff Management

- Created, monitored and controlled six subcontracts for Solar Decathlon project. Approved subcontractor invoices monthly, and monitored scopes and contract terms.
- Tracked \$6M budget and completed mandatory reporting requirements
- Supervisor for eight contractor employees
- Planned and executed \$700K annual contract budget
- Prepared monthly contractor activity reports
- Monitored quality assurance process for deliverables

### Performance Evaluation

- Monitored progress on Presidential Memorandum Implementation of Performance-Based Contracting for Energy Savings
- Analyzed monthly data from federal agencies on energy savings projects
- Prepared dashboard of milestones and text summaries for senior agency leadership

### Policy Analysis and Program Management

- Supported the chapter on Fuels Technology for the 2014 Quadrennial Technology Review
- Worked on team to analyze energy efficiency requirements for Federal facilities and to recommend streamlined regulations
- Participated in strategic planning for DOE education programs, writing issue papers
- Wrote standard operating procedures, policy manuals, and training materials
- Prepared presentations and summaries for program managers

### Science Education Programs

- Coordinated the education programming for 4,000 student visitors to the Solar Decathlon event in Denver, Colorado
- For ten years, coordinated the National Science Bowl, an annual science competition with over 500 annual high school and middle school participants
- Served as expert advisor to the National Ocean Sciences Bowl in 2006
- Recruited and trained 150 local science bowl volunteers each year
- Served as outreach coordinator for education programs at DOE's National Laboratories
- Represented U.S. Department of Energy at the White House Initiative on Tribal Colleges & Universities Conference in November 2007
- Current active volunteer for DC STEM events and local science bowls

#### Renewable Energy Programs

- Federal Energy Management Support: conducted training for Federal facility energy managers and ESCOs, facilitated team communications, and tracked ESPC projects and OMB-directed metrics
- Served as the lead for communication on the Wind Powering America and GeoPowering the West program teams, who were located at DOE Field Offices and National Laboratories

#### Meeting Planning

- Annual conference planning for DOE's Federal Energy Management Program Energy Exchange for 2,000 federal energy managers and industry participants
- Managed membership files and correspondence for National Petroleum Council
- Arranged annual stakeholder meetings at trade conferences with 80-120 participants
- Planned meetings for several DOE Federal Advisory Committees
- Negotiated hotel contracts and facilitated logistics
- Created meeting materials and prepared meeting proceedings

#### Communications

- Controlled correspondence during period of heavy public attention after Fukushima disaster
- Managed the printing of publications, including all activities from designing first draft to the final distribution to stakeholders
- Coordinated conference exhibits and gave presentations at student conferences

#### **EDUCATION**

Master of Science, Management, 2004  
University of Maryland University College – Adelphi, MD

Bachelor of Arts, Communication & English (Magna cum laude), 1998  
La Salle University – Philadelphia, PA

#### **OTHER (QUALIFICATIONS, CERTIFICATIONS, AWARDS, PUBLICATIONS, ETC.)**

- Project Management Professional, September 2018
- In process to receive Secret Clearance at DOE NNSA
- High Potential Mentor Program, Longenecker & Associates, 2018
- Energetics Above and Beyond Award, April 2016
- IBM Service Excellence Award, 2012
- DOE Employee Recreation and Welfare Manager, 2012-2013