**Stewart Barr & Associates**

Engineering & Management Consultants

# BROOKELYN LETT

## Principal EVM Specialist

## PROFILE

Over 30 years' experience working in the Australian Defence and government environment as uniformed end-user, above the line Contractor to Defence, and below the line contractor to Defence industry.
Over 15 years' experience delivering project management services including project planning, scheduling and control for major and minor projects.
Broad skill base including systems engineering, test engineering, project management, contract management, business development, bids and proposals.
Strong analytical skills, adept at finding creative solutions to challenging problems.

## QUALIFICATIONS

- ✓ **Master of Technology in Project Management** - LaTrobe University 2012
- ✓ **Graduate Certificate of Human Resource Management** - Australian College of Applied Psychology 2008
- ✓ **Master of Engineering** - University of South Australia 2005
- ✓ **Bachelor of Engineering (Hons)** - University of New South Wales 1996

## PROFESSIONAL DEVELOPMENT

- ✓ **Winning Executive Summaries** – Shipley Associates
- ✓ **Certified Earned Value Management Professional** – Aerospace and Defense ® - Earned Value Management Institute
- ✓ **Certified Earned Value Management Director/Earned Value Management Officer™** - Earned Value Management Institute

## CONTACT

**PHONE**

+614 1896 8456

**WEBSITE**

www.sb-a.com.au

**EMAIL**

brookelyn.lett@sb-a.com.au

## SCOPE OF SUPPORT

Brookelyn has been providing consulting services to Australian and international clients since 2009, including:

- ✓ project planning and management
  - ✦ development and/or maintenance of project management documentation including management plans, work breakdown structures and schedules in compliance with Australian, US and UK standards
  - ✦ Earned Value Management Systems development, implementation and operational support
  - ✦ end-to-end management of client projects including international and multi-national contracts
- ✓ provision of training, guidance and mentoring to client personnel on the implementation of required standards
- ✓ business management and development support including cultural integration, definition and implementation of new business systems
- ✓ bids and proposals support focusing on project planning/management, estimating/pricing
- ✓ engineering management, reviews and analyses

Prior to this Brookelyn worked in a range of roles including bids and proposal management, project management and controls, engineering functional management, and test and evaluation.

## CAREER HIGHLIGHTS

- ✓ **2009 – present – Professional Services Contractor/Company Director**
- ✓ **2006 – 2009 – Boeing Defence Australia**
  - ✦ Functional manager for integration and verification capability responsible for definition of competencies and career pathways; development of training, processes and tools; and company-wide mission assurance in integration, verification, validation, test and evaluation.
  - ✦ Defence Joint Project 129 - Tactical Unmanned Air Vehicle(TUAV) Test and Evaluation Integrated Product Team Lead
  - ✦ Bid Project Management and Capture Lead for Defence capability sustainment programs
- ✓ **2001-2006 – Kellogg Brown and Root**
  - ✦ Consultant to Defence as Test and Evaluation Manager for capability acquisition program
  - ✦ Project Cost Controls Engineer on resources sector project
- ✓ **1993 – 2001 – Royal Australian Air Force**
  - ✦ Electronics Engineer
  - ✦ Operational Test and Evaluation

## PERSONAL CHARACTERISTICS

- ✓ Highly organised with a strong work ethic
- ✓ High integrity and ethical standards
- ✓ Excellent at managing upwards and providing simple and effective solutions consistent with the 'big picture'
- ✓ Systems thinker with strong analytical skills and adept at finding creative solutions to challenging problems, and readily adaptable to diverse tasks and environments
- ✓ Strong interpersonal skills and able to quickly form effective working relationships
- ✓ Strong written and verbal communications skills