

Nicole Cononie

Executive Assistant | Executive Partner to Senior Leadership

• Charleston, SC area • 843.693.2617 • nicole.c.cononie@gmail.com

15+ years

in Defense Health Agency
and VA programs

5 years

as embedded partner to a
senior federal executive

VIP visits

run end to end, from
protocol to read-aheads

Cleared

active security clearance;
long record of discretion

PROFESSIONAL SUMMARY

Charleston-based executive operations leader with 15+ years in Defense Health Agency and VA programs, the last five as embedded executive partner to a senior federal executive whose cybersecurity portfolio protects patient information across all Defense Health Agency healthcare systems. Writes in leadership's voice, standardizes office workflows, runs VIP visits end to end, and works with military and veteran community groups. Brings advanced Microsoft Office skills and a proven track record of exercising sound judgment while maintaining strict confidentiality.

PROFESSIONAL EXPERIENCE

● Ignite Digital Services

2021–Present

Executive Assistant (official title: Program Integration Manager), DHA Cyber Operations Center

North Charleston, SC · on-site, Joint Base Charleston

- Provide embedded executive support to the Defense Health Agency's Cyber Operations Chief, a senior federal executive whose portfolio protects patient information across all DHA healthcare systems, managing daily priorities, commitments, internal coordination, VIP engagements, and external communications.
- Ghostwrite organization-wide communications on behalf of senior leadership, matching each executive's voice and intent.
- Support Change Control Boards (formal bodies that approve system changes) whose members include senior Navy, Defense Health Agency, and DoD executives: prepare agendas and decision packets, record minutes, and track decisions through follow-up.
- Act with delegated authority on leadership's behalf, directing tasking to executive assistants, developers, technical leads, and team leads.
- Plan and run VIP briefings for senior leadership of Naval Information Warfare Center Atlantic, a Navy engineering command, end-to-end: protocol and precedence, invitations, seating, greeting and escort, briefing bios, and read-ahead materials.
- Build briefs for the DHA Cyber Chief Information Officer, and prepare agendas, presentations, and briefing materials for leadership meetings; deliver the weekly program report reviewed by the Navy command's senior officer on time, every week.

CORE COMPETENCIES

Executive calendar and
meeting management

Executive writing,
ghostwriting, and briefings

Agendas, presentations, and
briefing packages

VIP visits, protocol, and
executive events

Workflow and process
standardization (SOPs)

Action-item tracking and
follow-through

Directing cross-team tasking
for leadership

Advanced proficiency with
Microsoft Word, PowerPoint,
and Excel

Project management

Discretion and confidentiality

PROFESSIONAL EXPERIENCE (continued)

● **Ignite Digital Services** (continued) 2021–Present

- Built and standardized the office's travel approval, awards nomination, and meeting scheduling workflows.
- Maintain the master project schedule and leadership calendars across multiple portfolios and time zones.

● **Bracari** 2020**Project Manager, VA Electronic Health Record Modernization**

- Led definition, planning, and delivery of a blood bank system interface for the VA's electronic health record rollout; briefed milestones to VA program leadership.
- Oversaw creation and delivery of interface control documents and deployment documentation.
- Partnered with VA working groups, user acceptance groups, and union labor representatives to define the interface's functionality and user experience.

● **NexGen Data Systems** 2017–2020**Project Manager / Network Project Coordinator, Defense Health Agency**

- Approved timesheets and leave for a 25-person team; served as backup Functional Manager.
- Served as the Defense Health Agency program and contracts point of contact; maintained all project records and government activity reports.
- Coordinated six technical teams through a major network migration, managing real-time issue resolution across stakeholders.
- Managed collection and review of past performance documentation for bid proposals.

● **Engility Corporation** 2011–2017**Scrum Master / Project Integration Manager, VA Benefits Management System**

- Led multiple project teams as Certified Scrum Master, running planning, standups, and testing; liaised among customers, program office, technical writing, and QA.
- Worked with VA working groups, user acceptance groups, and union labor groups to define the system's user interface, user experience, and functionality.
- Contributed across the full proposal lifecycle with a 100% win rate on proposals valued at \$750M+.
- Improved on-time delivery through formal communication plans and performance metrics.

EDUCATION

B.A., Psychology

Clemson University, 2005

AGENCIES SERVED

- Defense Health Agency
- Department of Veterans Affairs
- Naval Information Warfare Center Atlantic