

Philip G. Burton

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SKILLS & RELEVANT EXPERIENCE

BOOZ ALLEN HAMILTON

Associate

Provide strategic and programmatic support to the National Park Service (NPS), Associate Director of the Park Planning, Facilities and Lands (PPFL) Directorate

Washington, DC

July 2018 - present

Management, Response and Tracking Automated System (January 2022 – present)

- Manage the Management, Response, and Tracking tool to track, assign, and prioritize high priority and recurring tasks within the 400-person directorate to ensure accurate documentation and timely response to senior leadership.
 - Developed an automated tracking system using Power Automate to streamline communication, provide clarity around tasks, and improve response agility. The system creates organized folders in SharePoint to easily track deliverables and compile final close-out materials in a centralized location.
 - Work with the PPFL Chief of Staff to identify highest priority tasks and coordinate timelines for delivery for subject matter experts within the directorate.
 - Facilitate weekly scrum meetings with the PPFL Chief of Staff to mitigate challenges, provide status updates on tasks, and ensure completion of priority tasks for the Associate Director.
 - Developed supporting tools including a presentation calendar to provide a centralized location for agendas, talking points, and presentation slides that allows for collaboration among senior leadership.

Major Accomplishments: Development of the automated system saves the government time, reduces duplicative work throughout the directorate, and ensures strategic alignment among division leadership.

Organizational Alignment of the Major Construction Division (May 2021 – April 2022)

- Led an organizational alignment effort for the PPFL Associate Director and other PPFL senior leadership to establish a singular division that manages all major construction within the National Park Service. The newly formed Major Construction Division that prioritizes more than \$100M of line-item construction projects annually, as well as the implementation of \$1.9B per year of Legacy Restoration Fund dollars to execute the Great American Outdoors Act.
 - Engaged with senior leaders to identify current state roles, functions, and attributes of each division, as well as identify pain points and gaps within major duties of the divisions.
 - Developed an Excel tool to allow leadership to financially plan for staffing needs in the future state and identify priority positions within the newly established division.
 - Developed materials for the Associate Director to brief the senior leadership including the NPS Comptroller and the NPS Deputy Director.
 - Developed a communication strategy to effectively socialize the new division among current staff, NPS leadership, and park and regional staff within the NPS.
 - Developed a SharePoint site as well as a forum for staff to provide feedback to leadership and submit questions to better inform their understanding of the process and the new division.

Major Accomplishments: Support of the effort led to the formation of a centralized office for major construction within the NPS including the Legacy Restoration Fund Project Management Office and development of the new tools and resources has allowed the process utilized by other divisions to better approach staffing needs and ensure staffing requests align with current financial plans.

Communications and Employee Engagement (January 2019 – present)

- Supported a Directorate-wide effort to increase employee engagement and collaboration, build an interconnected system, and unify the directorate under one shared vision.
 - Provided management and oversight for a Communications Working group consisting of staff throughout the directorate. The working group was tasked with addressing communications and employee engagement needs throughout the directorate.
 - Developed and manage PPFL SharePoint site hosting all internal communication including newsletter articles, employee engagement tools and resources, standard and PPFL-branded templates.
 - Developed mission critical resources including team values statements, customer service standards, directorate overview presentations, and supervisory expectations.
 - Drafted and edited communications materials for senior leadership for key events or change management projects (talking points, infographics, and presentations).