JANE DOE

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PROFESSIONAL SUMMARY

Program analyst with 6 years coordinating compliance, reporting, stakeholder communication, and process improvement across public-sector programs. Experienced translating policy requirements into operating procedures, tracking performance metrics, and preparing leadership-ready briefings.

SKILLS

Federal & Program: specialized experience documentation, compliance tracking, policy analysis, program evaluation
Operations: stakeholder coordination, process improvement, reporting, budget tracking, risk logs
Tools: Excel, PowerPoint, SharePoint-style document management, dashboard reporting

RELEVANT EXPERIENCE

Public Agency, New York, NY

Program Analyst | GS-0343-11 equivalent | 40 hours/week | Jun 2021 - Present

- Coordinated reporting for a $12M public program, validating monthly performance, budget, and compliance data before submission to leadership.
- Drafted operating procedures that translated policy requirements into step-by-step guidance for 46 field staff across 5 regions.
- Built risk and issue tracker used in weekly leadership meetings, improving visibility into overdue actions, owner accountability, and decision needs.
- Prepared briefing materials, talking points, and analysis summaries for senior leaders responding to oversight and stakeholder inquiries.

Community Services Organization, New York, NY

Operations Coordinator | 40 hours/week | Sep 2018 - May 2021

- Managed grant reporting calendar, documentation requests, and partner updates for programs serving 8,000 residents annually.
- Improved intake data quality by revising forms, training staff, and auditing weekly submissions for completeness.
- Coordinated quarterly partner meetings, capturing action items and tracking follow-up commitments tied to service access goals.

EDUCATION

Public University, Bachelor of Arts in Public Administration

May 2018

CERTIFICATIONS

Program Management Fundamentals | Public Sector Training Provider | 2024