

Objective

Locate a Part-time position that is challenging and allows to demonstrate proven skills of budget, program, record, and logistics management, publication coordination, web research, and information. Motivated, personable business professional with a college degree and a successful 5-year track record in business management.

Skills

Project Management, Customer Service, Analytical Skills.

Work Experience

Business Management Analyst

Federal Energy Regulatory Commission, (FERC) - November 2011 – 2019

- Perform a wide range of administrative and analytical duties in the formulation, presentation, and execution of the agency's budget and in the development and implementation of the agency's Strategic Plan and Business Plan.
- Monitor the execution of the office's approved operating budget to assure that funds are properly allocated, obligated and spent in a timely and effective manner.
- Recommend adjustments, such as redistribution of funds within budget accounts in response to changes in programs, staffing levels, and/or funds availability.
- Monitor costs associated with office staffing and operating expenses.
- Recommend adjustments to budget allocations by program as warranted by changing budgetary and programmatic conditions.
- Provide advice and assistance to managers in the development of requests and related supporting documentation.
- Review and edit budget requests submitted by managers to assure they conform to agency and office guidelines, OMB guidelines and Congressional guidelines.

Management Analyst

ABC Corporation - 2009 – 2011

- Assisted in the design, development, and implementation of in-depth communications support for the United States Coast Guard under the directorate of Acquisition Services in the Office of Strategic Planning & Communication (CG-925) with responsibility for ensuring.
- Government Accountability Office (U.S.
- GAO) and Department of Homeland Security, Office of Inspector General, via email. Provided program security maintaining accountability of all classified visits and clearance levels via Joint Personnel Adjudication System (JPAS) along with handling travel via Defense Travel Systems (DTS) authorizations and vouchers.
- Performed independent detailed research and analysis of key issues, managed and logged agency requests, and updated official government records.
- Experience in analyzing, interpreting, developing, and implementing federal records and information management laws, regulations, and policies.
- Experience in eliciting and developing functional requirements for electronic records management systems in accordance with generally accepted standards, including DOD 5015.2, Electronic Records Management Software Applications Design Criteria Standard,.

- Evaluated directorates classified data submittals for compliance to ensure timely and accurate preparation of documents Utilized verbal and written communications techniques to prepare and present briefings..

Education

BSBA in Project Management Accelerated Program - (DEVRY UNIVERSITY - Arlington, VA)