

## PROGRAM ANALYST

### Professional Summary

As a key member of the Stakeholder Relations Branch tasks involve performing analysis and providing strategic advice on relevant policies and frameworks in order to enhance the capacity to engage stakeholders as active members of Food and Nutrition Service's (FNS) partner network.

### Core Qualifications

Microsoft PowerPoint, Word, Excel and Publisher Webinar Applications (Livemeeting, OnStream Media, and ReadyTalk) Video and Photo Editing (Camtasia, Adobe Photoshop) Other Applications (Drupal, Basecamp, Vovici, Survey Monkey, and Social Media Channels)

### Experience

09/2014 to 01/2015

Program Analyst Company Name

- 40 hours per week Supervisor: Cheryl Jackson-Lewis, Cheryl.Lewis@fns.usda.gov, (703) 305-1465 Assisted in successfully meeting the strategic priorities for the U.S.
- Department of Agriculture Food Waste Challenge Initiative by creating resources and presentations to promote the program and increase the number of schools involved Organized several presentations and developed targeted materials for the National Green Schools Conference Managed external communications from the general public, schools, and partners focused on Team Nutrition Managed the Team Nutrition and the Healthier US School Challenge database.

06/2012 to Current

Program Analyst, The Office of External and Governmental Affairs Company Name - City , State

- Identify and develop over 30 new & existing national partnerships among stakeholders that reflect an understanding of FNS's strategic plans and goals.
- Act as a liaison between FNS and partners; requires the development of comprehensive work plans, event itineraries, presentations, reports/summaries, and portfolio evaluation and feedback Disseminate information to appropriate internal and external partners through detailed written correspondence, press releases, conference calls, and in-person meetings Edit and finalize reports submitted to senior leadership on expansion and growth of FNS program through specific initiatives Received 3 Performance Rewards for leading a collaborative work team associated with development of strategy plans, outreach initiatives and expansion relating to a high level FNS priority Provide planning, technical assistance, execution, and production for over 400 webinars Demonstrate quantitative analysis methods to determine efficiency of efforts relating to partners and the general public Collect best practices from partners throughout the country to highlight and duplicate in other regions Strategically analyze GIS mapping to increased anti-hunger outreach by identifying high risk areas and cross referencing with available resources Head of pilot projects in rural, underserved communities to demonstrate the impact of youth engagement Acts as a subject matter expert representing FNS at advisory board meetings and conferences, as well as staffs senior leaders and political appointees at local and national events Internal & external review boards for awards, grants, and conference presentations Member of the USDA FNS Agency Priority Working Group to ensure that the Office of the Chief Communications successfully implements three priorities: Increase the number of SNAP authorized farmers' markets and direct marketing farmers by 517 in FY15 from the FY14 baseline Implement approved FY15 communication action plans that engage key stakeholders towards achieving enrollment in the US Food Waste Challenge Build and maintain domestic and international partnerships focused on quality school meals programs, nutrition education, and other FNS nutrition programs.

01/2011 to 06/2012

Student Intern Company Name - City , State

- Part-time volunteer employment - 20 hours per week.
- Supervisor: Jeff Greenfield, (703) 605-4331.

### Education

March 2014

Masters of Public Health : Health Education Loma Linda University - City , State GPA: GPA: 3.63  
Cum Laude, Deans list Health Education GPA: 3.63 Cum Laude, Deans list  
May 2012

Bachelors of Science : Community Health Nutrition George Mason University - City , State GPA:  
GPA: 3.04 Deans list Community HealthNutrition GPA: 3.04 Deans list

Professional Affiliations

Make-A-Wish Foundation Member of the Young Professional Council Wish Granter Alpha Phi  
Fraternity International Alumni Leukemia & Lymphoma Society Volunteer Member of Young  
Government Leaders Member of the Organization of Professional Employees of the US  
Department of Agriculture

Accomplishments

TBD

Interests

Alpha Phi Fraternity, SNA (Student Nurse Association), Habitat for Humanity, Greek Week  
Steering Committee

Skills

Adobe Photoshop, Anatomy, Agency, Biology, Chemistry, conferences, database, direct marketing,  
Drupal, Edit, Environmental Health, GIS, grants, Health Education, Health Promotion, Information  
Technology, Leadership, materials, meetings, Excel, Office, Microsoft PowerPoint, Publisher,  
Word, Photo Editing, Physiology, presentations, press releases, Program Evaluation, Program  
Development and Evaluation, Public Health, Qualitative Research, quality, quantitative analysis,  
Research, Statistics, strategy, strategic, strategic plans, Supervisor, technical assistance, Video,  
written

Additional Information

- Activities: Alpha Phi Fraternity, SNA (Student Nurse Association), Habitat for Humanity,  
Greek Week Steering Committee
- Able to travel and/or relocate03/09/2016