

Rayshon Lawrence

☎ (240) 435-6297 | ✉ Lawrencerayshon@aol.com | Waldorf, MD
Administrative & Management Professional | HR, Budget, and IT Support

Summary

- DOE Q / Top Secret Clearance | CompTIA Security+ (SY0-701)
 - Skilled in HR administration, budget and travel coordination, and office operations
 - Proven ability to streamline processes, support leadership, and manage cross-functional administrative programs in federal environments
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Experience

Management Analyst

Federal Energy Regulatory Commission (FERC) – Washington, D.C. | 02/2024 – Present

- Streamlined HR and administrative processes including onboarding, access requests, and credentialing for 100+ employees.
- Coordinated training compliance documentation, ensuring workforce readiness.
- Produced workflow and budget tracking reports, improving efficiency by 20%.
- Supported attorneys and paralegals with case documentation and records management.
- Directed scheduling of conference rooms and office spaces, resolving availability conflicts.
- Played a key leadership role in a major office relocation, overseeing logistics, space planning, and vendor coordination.
- Performed administrative support functions including correspondence, scheduling, and mailroom operations.

Video Operations Analyst

General Dynamics IT (GDIT) – Washington, D.C. | 09/2025 – Present

- Supported DOE officials and interagency staff by delivering reliable conference and meeting support.
- Coordinated HR/IT workflows through BOMS, ServiceNow, and DAYS systems to improve request processing.
- Assisted with onboarding/training by integrating new conferencing technology into workforce operations.
- Collaborated in daily Scrum sessions, aligning HR, IT, and administrative operations.

HR Student Assistant

Bowie State University – Bowie, MD | 11/2023 – 02/2024

- Supported HR operations by maintaining PeopleSoft, Workday, SPS, and PACS systems.
 - Improved onboarding outcomes by preparing new hire packets, payroll inputs, and orientation materials (+30% efficiency).
 - Provided frontline HR support, resolving 150+ employee queries monthly.
 - Assisted with HR system troubleshooting for Teams, Adobe eForms, and SPS.
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Education

B.S. – Computer Technology (Network Infrastructure)

Bowie State University – Bowie, MD | Expected 12/2025 | GPA: 3.75

Certifications & Clearance

- DOE Q / Top Secret Clearance
 - CompTIA Security+ (SY0-701)
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Skills

- **Administrative:** Budget/Travel Coordination, Records Management, Space Planning, Mail & Logistics
- **HR Systems:** PeopleSoft, Workday, SPS, PACS
- **IT Systems:** Microsoft 365, ServiceNow, BOMS, DAYS
- **Tools:** Excel, PowerPoint, Word, Google Suite
- **Competencies:** HR Administration, Office Operations, Process Improvement, Federal Documentation