

Program Administrator Program Administrator Program Administrator - American National Standards Institute (ANSI) New York, NY Over four years of experience providing excellent project management support to Program Executive Offices (PEO) within the Department of Navy; recognized for outstanding programmatic and technical support for major Navy ship acquisition programs. Exceptionally organized, attentive to detail, and able to multi-task; possesses strong verbal and written communication skills.

Work Experience Program Administrator American National Standards Institute (ANSI) - New York, NY March 2019 to Present Provides day-to-day administrative support to three collaboratives within ANSI's standards facilitation department Conducts research to identify interested stakeholders for collaborative activities Maintains membership rosters and email distribution lists

Acquisition Analyst, PEO Integrated Warfare Systems CACI International - Washington, DC November 2018 to March 2019 Acted as the primary liaison for international travel of team, assisting with the executing of area security compliances and coordinating between multiple government organizations and the U.S. Embassy in Australia Managed team calendar and coordinates event schedules and meetings Created organizational charts, presentations, and other briefing materials for the program office

Project Management Analyst, PEO Aircraft Carriers CSRA - Washington, DC May 2017 to November 2018 Supported the preparation and execution of the Integrated Logistics Support budget Corresponded with other organizations to solicit funding requirements and implemented expenditure tracking and reporting Served as the lead point of contact for Contract Data Requirements Lists, the data deliverables specified in all the program office's ship maintenance contracts Analyzed and defined the deliverable requirements for numerous contracts; drafted new requirements and incorporated feedback from various stakeholders Organized, facilitated, and prepared briefing materials for government-sponsored events and meetings

Logistics Engineer PEO Littoral Combat Ships June 2016 to May 2017 Served as the acting Technical Data Manager for the logistics group, responsible for ensuring all technical data deliverables were finalized in a timely manner to support a fleet of combat ships Managed the review of deliverables; communicated with support organizations to ensure timely inputs; and addressed disagreements between the government and

contractors by facilitating adjudication meetings    Tracked the status of and reported on all technical data deliverable metrics to senior leadership    Planned and coordinated meetings with all stakeholders Program Planning and Control Analyst, PEO Littoral Combat Ships Alion Science and Technology - Washington, DC November 2014 to June 2016    Served as the principle point of contact for key contractor deliverables    Interacted with multiple organizations to ensure accurate and timely review of deliverables    Tracked the status of and reported on all deliverable metrics to senior leadership Education Master of Public Affairs in Public Affairs Indiana University - Bloomington, IN August 2018 to Present Bachelor of Arts in Foreign Affairs University of Virginia - Charlottesville, VA August 2010 to May 2014 Skills Excel (5 years), Microsoft Office (5 years), MS OFFICE (5 years), Outlook (5 years), PowerPoint (5 years) Links <http://linkedin.com/in/lucyyarosh>

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