

## ALEKSANDER RODRIGUEZ-KOZLOWSKI

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### PROGRAM MANAGMENT | PROJECT MANAGEMENT

Program Management professional with a strong foundation in project coordination, stakeholder engagement, and process optimization. Adept at analyzing complex data, improving operational efficiency, and driving compliance initiatives. Experience in managing large-scale programs across federal, corporate, and military environments. Proven ability to lead cross-functional teams, implement strategic initiatives, and enhance transparency through data-driven decision-making. Skilled in risk assessment, policy compliance, and resource allocation to support mission-critical objectives. Holds a Bachelor of Science in Project Management and diverse experience in government, insurance, and emergency response roles. Seeking to leverage analytical problem-solving and leadership expertise to drive program success in dynamic environments.

- Process Improvement
- Clear Communication
- Strategic Planning
- Program Optimization
- Data Analysis
- Regulatory Adherence
- Problem-Solving
- Stakeholder Engagement
- Team Leadership

### OVERVIEW OF KEY SKILLS

- **Program & Process Optimization:** Spearheaded initiatives improving compliance, efficiency, and data integrity across federal agencies and private-sector programs, ensuring seamless operational performance.
- **Stakeholder & Cross-Functional Collaboration:** Engaged with executive leadership, field operations, and multi-agency teams to align project goals, ensuring timely execution and regulatory adherence.
- **Data Analysis & Strategic Decision-Making:** Utilized data visualization and advanced reporting tools to track performance metrics, identify trends, and inform high-impact business decisions.

### PROFESSIONAL EXPERIENCE

U.S. Dept. of Agriculture | Riverdale, MD

May 2024 – Present

#### APHIS, Management and Program Analyst (Remote)

Developed reports tracking inventories and file plans across 250 USDA locations, improving compliance and transparency. Led collaboration with 50+ field offices and 43 State Plant Health Directors to implement federally mandated records management.

- Developed and refined program analysis reports, tracking 344 inventories and file plans across 250 USDA locations nationwide, enhancing transparency and compliance within Plant Protection & Quarantine (PPQ) Records & Information Management (RIM).
- Coordinated with 50+ APHIS PPQ Field Operations offices to implement federally mandated file plans, ensuring timely execution and regulatory compliance.
- Managed the team's Outlook mailbox, triaging and escalating priority items from over 3,430 emails, streamlining communication and improving internal responsiveness.
- Engaged with 43 State Plant Health Directors to oversee the development of 172 records inventories and structure file plans for 1,500+ program documents, identifying 20% as permanent historical records.
- Submitted an Exception Request with a Cost-Benefit Analysis (CBA), legal review, and project outline, securing an extended records submission deadline from the National Archives and Records Administration (NARA), ensuring continued compliance and identifying potential cost savings of over \$113K.

USI Insurance Services | U.S. West Region

July 2022 – March 2023

#### Commercial Lines Associate Account Representative

Managed policy audits, endorsements, and compliance reviews, ensuring accuracy and adherence to underwriting guidelines. Processed Certificates of Insurance and assisted in proposal development, improving efficiency and client service.

- Audited client policies, endorsements, cancellations, and reinstatements to ensure accuracy and regulatory compliance across all insurance transactions.
- Processed mid-term and renewal Certificates of Insurance, supporting smooth policy execution and reducing turnaround times.
- Prepared insurance proposals and financial agreements, improving efficiency in the commercial underwriting process.

**United States Air Force | Various Locations****August 2015 – December 2021****Medical Material Supervisor**

Oversaw War Readiness Materials (WRM), ensuring operational compliance and medical preparedness. Led COVID-19 response, validating \$600K in assets and supporting 114K+ medical appointments for AAAHC re-accreditation.

- Maintained War Readiness Materials (WRM) continuity reports, ensuring mission preparedness and regulatory compliance for contingency projects.
- Led facility management and frontline COVID-19 operations, overseeing \$600K in pandemic assets, which supported 114K+ medical appointments and contributed to the 2021 AAAHC re-accreditation.

**Fire Officer & Inspector****February 2018 – August 2020**

Led fire safety inspections, resolving deficiencies that safeguarded \$324M in assets. Managed fire hose certification, eliminating \$30K in contract costs and enhancing emergency response capabilities.

- Conducted 52 Fire & Life Safety Inspections, identifying and resolving 43 discrepancies, protecting \$324M in assets through corrective actions.
- Managed the pre-fire planning program, ensuring life safety compliance for 15 facilities, contributing to the 2019 Commission on Fire Accreditation International Award, placing the unit in the top 5% of DoD fire departments.
- Led a 14-member team in a specialized program management role, certifying 17,000+ feet of in-service fire hose, identifying \$12K in defective equipment, and eliminating \$30K in contract costs through in-house solutions.

**Firefighter/ EMT****February 2016 – February 2018**

Executed emergency response operations, evacuating 120+ personnel during Hurricane Matthew. Secured a \$143M F-22 Raptor after engine failure, ensuring mission readiness and personnel safety.

- Provided emergency response during Hurricane Matthew (Category 5), coordinating the safe evacuation of 120+ military personnel.
- Served as the first responder for an F-22 Raptor engine failure, ensuring the safety of a \$143M aircraft and supporting Joint Task Force – Capital Region POTUS Inauguration operations.

**EDUCATION | CERTIFICATIONS**

**Bachelor of Science, Project Management** | Arizona State University | May 2025  
**Emergency Management Operations & Fire Inspection Certifications** (U.S. Air Force)  
**Secret Security Clearance** (Active)

**PROJECTS**

**Ski's Lawn Care Website Development**  
**Freelance Project | 2025**  
[www.skislawncares.com](http://www.skislawncares.com)

- Planned and executed the full development life-cycle of a mobile-responsive business website, aligning branding, service structure, and client requirements using agile principles.
- Built and deployed the site using HTML, CSS, and JavaScript, integrating Stripe for payments, optimizing UX/UI, and ensuring cross-device compatibility.

**TECHNICAL SKILLS**

**Software:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access), SharePoint, Power BI (Basic), Visio (Basic)  
**Data Analysis:** XLOOKUP, Conditional Formatting, Pivot Tables, Data Visualization  
**Operating Systems:** Windows, Mac