**Megan Afkhami-Ardekani**

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**Qualifications Profile – Foreign Policy Analyst**

Accomplished, results-oriented, focused, and dedicated professional with extensive research and academic experience in foreign conflict, security, and development. Possess expertise in leveraging modern technologies to conduct qualitative and quantitative research of foreign and domestic policies and the various impacts on civilians.

* One year of experience immersed full time at an elite European university conducting academic research on the impact of foreign policy, government leadership, and current events on civilian populations.
* Proven ability to leverage data analysis tools to conduct quantitative research on the impact of policy.

Skills:

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| --- | --- |
|  | Microsoft 365, Microsoft Teams, SharePoint Online, OneDrive, PowerBI, Business Intelligence, Quantitative Research, Qualitative Research, Project Management, Strategic Thinking, Written Communication, Scheduling, Planning and Organization skills, Resource Management, Administrative, Public Speaking, Policy Analysis, Monitoring and Evaluation. |

**Educational Background**

**Master of Arts in Conflict, Security, and Development,** University of Exeter – Exeter, England, Dec 2019

**BA in Political Science Specializing in International Relations,** West Chester University of PA- West Chester, PA, May 2018

**Experience Highlights**

Incite Automation, Baltimore, MD

**Business Application Consultant,** 2019 – 2019

*Technologies: Power Automate, PowerApps, Azure Cloud Platform, SharePoint, SQL Table, Dynamics 365*

Designed and launched enterprise applications, as well as Flows and Logic Apps to streamline historically slow and tedious business processes. Analyzed existing applications, identified areas that could be improved, and created PowerApps to enhance user experiences manipulating data. Customized and configured Dynamics 365 resulting in new business processes, forms, and relationships.

* Created an automated solution that created 25,000 SharePoint site collections; saved customer about $150,000.
* Self-taught solutions development using the Microsoft Power Platform and Azure.

Data Federal, Columbia, MD

**Business Analyst,** 2018 – 2019

*Technologies: Workflows, Azure.*

Led activities of top-level stakeholders at FDA, OASH, and CDC. Gathered details on project requirements, designed workflows using business processes model notation (BPMN), and generated appropriate solutions based on client requests. Provided and documented system analysis for customers and provided detailed recommendations of viable replacement options. Analyzed existing processes and created, documented, and revised system design procedures, test procedures, and quality standards.

* Enhanced business analysis skills including stakeholder management, business process workflow design, and requirements documentation.
* Facilitated requirements gathering meetings with key stakeholders at government agencies.

Additional experience as a **Director of Revenue Generation**, **Digital Marketing Strategist**, and **Wealth Manager** (2016 – 2018) with Good Life Companies.

**Project Highlights**

PSA Financial – SharePoint Migration

**Business Application Consultant,** Dec 2019

*Technologies: SharePoint Online, Azure Automation, Azure Storage, Logic Apps, Microsoft Teams, PowerShell scripting*

Developed a file migration solution to move their legacy file system into SharePoint. Designed an automated process to create and assign 25,000+ files to designated SharePoint subsite’s, as well as modified the SharePoint collection template and applied it the files under a single SharePoint hub.

* Saved PSA Financial $150,000 in billable time.

Hamilton Associates – Power Apps & SQL Integration

**Business Application Consultant,** Nov 2019

*Technologies: Power Apps, Data Gateway, Microsoft SQL Server, Microsoft Teams, Microsoft Dynamics 365, Data Visualization*

Created a low code user interface solution to replace legacy file system; designed a Power App which enabled users to create, edit, and delete files and remotely set up a data gateway to their on-premise SQL server.

* Strategically built a low cost, low maintenance, robust User Interface; enabling the company to cut out a legacy system completely.

Actualize Coding Bootcamp - WodUp

**Web Developer,** Aug 2019

*Technologies: Ruby, Ruby on Rails, Vue.js, Bootstrap, HTML, CSS, PostgreSQL, Git, GitHub*

Designed and launched a web application for athletes to track WODs (workout of the day), personal stats, connect with others, and submit scores and times against a global leader board.

* During this academic workshop, honed the ability to develop a full-stack web application in a matter of months with no prior coding experience.

Office of the Assistant Secretary for Health (OASH) – ERM Project

**Business Analyst,** Mar 2019

*Technologies: Requirements, user stories, design, business analysis, process re-engineering, Microsoft Teams, Microsoft Dynamics 365*

Developed functional business process workflow that captured key stakeholders, document routing process, and signature execution. Strategically enabled internal processes to interact efficiently with external government agencies, as well as to integrate into a proprietary SaaS digital document management application.

* Saved 50-60 billable hours at a rate of $165/hour using business process workflow tools.