

# Emmanuel Elizarraga

Oregon | (503) 576-1019 | [emmanuelelizarraga@gmail.com](mailto:emmanuelelizarraga@gmail.com) | [Portfolio](#) | [LinkedIn](#)  
**Strategic Analyst | Emergency Operations | Data Integration | Deployment-Ready Leader**

## PROFESSIONAL SUMMARY

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Strategic business intelligence analyst and emergency management professional with over 5 years of experience turning complex data into operational results. Adept at leading statewide evaluation programs, streamlining compliance, and automating reporting systems to drive efficiency and reduce risk. Proven track record of reducing coordination delays by 50%, improving KPI accuracy by 40%, and enhancing interagency performance across state and local partners. Skilled in Power BI, Tableau, SQL, and both qualitative and quantitative methodologies. Recognized for creating high-impact feedback loops and delivering executive-level insights that inform policy and emergency response.

## WORK EXPERIENCE

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### Evaluations & Assessment Program Analyst

Oregon Department of Emergency Management, Salem, Oregon

August 2022 – Present

- Increased KPI accuracy by 40% by identifying 200+ after-action findings using a Power BI and SharePoint RACI tracking system aligned to POETE and FEMA Core Capabilities.
- Boosted compliance across 70+ agencies by 36% through development of a statewide Maturity Model Assessment framework.
- Automated the state's Continuous Improvement Program across 5+ data systems, reducing coordination time by 50% and streamlining workflow notifications.
- Improved data integrity by 37% through multi-agency assessment tools as State EOC Documentation and Situation Unit Leader, directly informing situational reports and the common operating picture.
- Supported FEMA EMAP accreditation by reducing compliance violations 25% through cross-functional collaboration and analysis of required documentation and risk data.
- Delivered 22% completion rate on executive action items by managing Oregon's Continuous Improvement Program, providing monthly reports to executive leadership.
- Led a team of 15+ evaluators during statewide exercises and TTXs, identifying capability gaps and contributing to the development of 10+ operational plans.
- Improved project timelines by 20% by applying Agile and Waterfall methodologies across 70+ agencies using Jira, Miro, and Asana.
- Built dynamic dashboards using Excel, Qualtrics, Power BI, and Tableau to provide decision-ready insights and increase task completion by 25%.
- Produced situational reports and IAPs for the Governor's Cabinet by synthesizing real-time intelligence from 70+ agencies, 36 counties, and OSINT sources.
- Drove a 30% increase in State EOC decision-making effectiveness through AARs that informed SOGs, SOPs, staffing models, and incident management practices.
- Increased multi-jurisdictional engagement by 40% by facilitating SMART-focused AARs across local, tribal, state, and federal partners.
- Trained 50+ emergency managers through statewide workshops and live sessions on evaluation methods, survey design, and continuous improvement processes.

### Project Operations Analyst

PB 15, Salem, Oregon

June 2016 - August 2022

- Reduced order errors by 20% and saved \$5K in Q1 by implementing a SharePoint and Power BI-based risk management system.

- Achieved 100% client satisfaction by deploying feedback surveys and aligning event plans to client goals using Microsoft and Google Forms.
- Led cross-functional projects using Agile and Waterfall frameworks in Jira, Asana, and Miro, forecasting a 20% increase in annual revenue.
- Improved operational processes by 40% through technical writing, SOP creation, and change management implementation across service offerings.

### **Executive Assistant (Fixed-Term, 1 Year)**

Oregon Housing and Community Services, Salem, Oregon

July 2021 - July 2022

- Enhanced database systems by 50%, freeing 20% of director capacity for strategic leadership through automation.
- Increased service efficiency by 30% by improving internal scheduling and communication workflows across a 13-person division.
- Strengthened legislative alignment by improving policy reporting accuracy by 20% through data entry and policy review processes.
- Supported financial reporting and confidential briefings by coordinating deliverables with internal and external stakeholders.

### **Executive Assistant (Fixed-Term, 6 Months)**

Oregon State Legislature, Salem, Oregon

January 2021 - June 2021

- Designed and deployed 100+ engagement surveys using A/B testing in Qualtrics, boosting citizen-official responsiveness by 20%.
- Cut legislative tracking errors by 50% by implementing improved data management systems for 200+ actions.
- Conducted in-depth analysis on 100+ finance bills using SaaS tools like Invintus and CASS to support real-time policy decisions.

## **SKILLS**

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**Languages:** English (Fluent), Spanish (Fluent)

**Competencies:** Project Management, Data Analysis, Data Visualization, Statistical Analysis, KPI Development, Quantitative and Qualitative Analysis, Data Policy Governance, Process Improvement, Risk and Compliance Management, Business Analysis Intelligence and Reporting, Database Management, Data Collection, Exercise Evaluation, Root Cause Analysis, Customer Relationship, Investigative Research, Technical Writing and Documentation, Vulnerability and Threat Assessment, Change Management, Stakeholder Management, Incident Response, Data Cleaning and Processing, Business Process and Grooming, Strategic Operations, Risk Mitigation, Requirements Gathering and Documentation, Gantt Chart

**Technical:** Waterfall/Agile Methodologies, MySQL, Excel, Qualtrics, Power BI, Tableau Dashboards, Microsoft Office, ELT, API, A/B Testing, AARs, Jira, GitHub, Miro, Asana, Confluence, Invintus, CASS, OpsCenter, Adobe Acrobat, Google Workspace, Microsoft Suite, AI Prompt Engineering, ChatGPT, Claude AI, RACI, Azure, Snowflake Database, Power Automate, DAX, SaaS, EOC, Incident Command Structure, National Incident Management System

## **EDUCATION**

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**University of Oregon, School of Arts and Sciences, Eugene, OR**  
B.A., in Political Science

June 2020

## **CERTIFICATIONS & TECHNICAL TRAINING**

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- FEMA/NIMS Training: IS-5, IS-100, IS-200, IS-700, IS-800, ICS-300, ICS-400, etc. - USDHS | **Continuous**
- Google Data Analytics Professional | **January 2020**

- Google Cyber Security | **June 2021**
- EMAP Certified (Emergency Management Accreditation Program) | **August 2023**
- Project Management and Business Analysis Certified - DAS | **January 2024**
- Basic Applied Practices Series - OEM | **April 2025**
- All-Hazards Planning Section Chief Certified | **June 2025**