Wesley James Young

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**Applying under Schedule A**

**Country of citizenship:** United States of America

**Veterans’ Preference:** No

**Highest Grade:** N/A

**Contact Current Employer:** No

**AVAILABILITY**

**Job Type:** Permanent

**Work Schedule:** Full Time

**DESIRED LOCATIONS**

US-DC Washington

**Education**

* Bachelor of Arts in Economics, Rutgers University, New Brunswick, New Jersey, May 2010, GPA:2.0/4.0

**Professional Experience**

Analyst, Operational Excellence

Population Services International

Washington, DC

02/21 - 07/2021

Salary: $71,000/year

40 hours/week

Coordinates with other parts of the organization to accomplish goals: Data analytics specialist working with personnel of diverse technical competencies across multiple departments to perform the difficult task of developing methods for monitoring operational excellence within the organization.

* I improved the gathering of evaluation data from across the organization, allowing my supervisor to quickly report on the needs the Department would fill in the organization so as better shape our policy for gathering performance results data by leveraging advanced knowledge of data analytics.
* My expertise in Data Analytics allowed me to analyze and present these evaluation data in easy to digest graphics and summary tables that was well received by personnel across the organization as measured by the preponderance of positive feedback received.
* As well as the evaluation data, I also improved the ability of Program Managers to review audit findings for issues with sub-contractor work output by developing an audit results dashboard in collaboration with the HR and finance departments in accordance with a scope of work defined by my supervisor.

monitors progress and evaluates outcomes: Data Analytics expert who advised their supervisor on the development of metrics to monitor operational excellence through out a an organization of over 1000 personnel.

* Working with personnel from multiple departments, I worked to improve the long range ability for the organization to estimate risk by collaborating with my supervisor to develop metrics for understanding risk within the organization.
* In furtherance of the goal of understanding risk, I improved the gathering and evaluation of these data by creating a centralized database for risk data so as to allow analysis across regions, projects, and time.
* These data from the database were presented as simple graphs, charts, and tables so as to allow Program Mangers to have a quick glance ability to exercise oversight.

Thorough when performing work and conscientious about attending to detail and Works with, understand, and evaluates   technical information related to the job: Took feedback from supervisor to perform the challenging task of learning about the procedures of a new organization while employing my advanced knowledge of text mining and sentiment mapping to analyze risk assessment for commonalities for the department. Data analytics specialist who used

* I improved the ability for the department to analyze audit findings by identifying trends in reports by means of text mining and sentiment mapping so as to find correlations that otherwise would not have been identified by my supervisor.

rapidly adapts to new information, changing conditions, or unexpected obstacles: Uses advance knowledge of data analytics to interpret requests from supervisor in order to rapidly develop procedures to monitor and asses risk within the organization.

* Improved supervisors understanding of how to approach risk analysis for long term strategies by leveraging advanced knowledge of data analytic methodologies to show that survey questions are sensitive to how the question is framed and what the output you are trying to measure is. Leading to improvements such as constructing questions to better avoid middle answer bias and accounting for limited sample size.

Staff Assistant, Statistics Department (Resource Management Division)

International Monetary Fund Washington, DC

01/2018-12/2020

Salary: $53,688/year

40 hours/week

Organizes work, sets priorities, and determines resource requirements and Coordinates with other parts of the organization to accomplish goals: Managed the workflow for Biannual process to draft, review, and submit statistical heatmaps for use in meetings with a variety of country officials across the globe. As well, managed the process for the biannual cycle of creating and revising the Resource Allocation Plan for the department.

* Supervised the improvement of request submission procedures for the Resource Allocation plan as measured by a reduction in time spent on the overall process, by collaborating with other departments to produce a request form that would better reflect the duties of the Statistics department as well as flag entry errors to relevant personnel.
* Supervised the development of improved tracking of departmental performance results and program evaluation data by revising the monthly activities report so as to meet the demands placed on the organization due to COVID. This also allowed program mangers to better understand the impact of the virus on their projects.
* Tutored others in the production of the monthly report of department activities including the production of graphs, charts, and summary tables.
* Supervised the drafting of presentations and reports for the senior management of the organization on the performance of the department
* Advised management of other departments on the creation of a centralized database to house economic data relevant to the production of statistical heatmaps for use with senior country officials

Desktop Production Specialist

Senior Service America, Inc.

Silver Spring, MD

04/2017 - 06/2017

Salary: $52000/year

40 hours/week

* Worked under Christine Garland, SCEP National Director
* Developed materials for the SCSEP program in accordance with the scope of needs as defined by my supervisor.
* Revised procedure manuals for SCSEP
* Placed orders with vendors after receiving supervisor approval
* Drafted, proofread, and disseminated official communications on behalf of SCSEP
* Recorded data in the Department of Labor’s SPARQ large database
* Revised data validation reports for the SCSEP Program

Administrative Assistant

Paul Associates, Inc.

Chevy Chase, MD

11/2013 - 04/2017

Salary: $24960/year

40 hours/week

* Worked under the six property managers and two accountants of the firm
* Assessed and drafted monthly and annual budgets for residential properties
* Prepared invoices and reported discrepancies
* Extrapolated information from balance sheets to assure periodic revenue targets were met
* Drafted, proofread, and disseminated official communications on behalf of the company
* Created tax databases to be used for legal documentation
* Answered phones, and assisted clients with property issues either directly or by referral to correct party