

HILLARY HARLAN

123 W Street NW | Washington, DC 20001
hharlan@lynchconsultants.com | (239) 349-0761

Project Management | Process Improvement | Data Analytics | Organizational Strategy

Experienced management consultant with exemplary skills in strategic planning, negotiation, and business process analysis. Adaptable and versatile; known for technical and business aptitude. Proven performer in fast-paced organizations with a track record for cross-functional collaboration and ability to understand and interpret complex systems and data. Approaches challenges from a solutions-focused perspective that leverages business and technical capability. Established as a key project team member primed for opportunities to increase authority and visibility. Active Secret Clearance.

- | | | |
|-----------------------------|-------------------------------|--|
| ▪ Management Consulting | ▪ Financial Management | ▪ Crisis Management |
| ▪ Data Visualization | ▪ Strategic Planning | ▪ Threat Preparedness |
| ▪ Business Systems Analysis | ▪ Adobe Creative Suite | ▪ Exercise Coordination & Wargame Simulation |
| ▪ Process Improvement | ▪ Microsoft Project and Visio | ▪ Negotiation |
| ▪ Budget Management | ▪ Trend Forecasting | |

PROFESSIONAL EXPERIENCE

LYNCH CONSULTANTS, LLC | Washington, DC

April 2015 - Present

Senior Consultant

- Defend federal financial expenditures and cultivate financial solutions abiding by PPBE and CPIC regulations for 5+ year budget forecasting for institutional and executive dissemination.
- Analyze current federal business processes and related business systems to accommodate a projected growth of ~10% in the next 3 years through the establishment of directed CAPs, POAMs, and scheduled stakeholder interviews.
- Spearheaded initiative to determine process errors within MS Access databases through the use of a standard algorithm and coordinated recommendations for “best-practice” solutions to prevent continued process failures.
- Drafted recommendations and white papers outlining improvement opportunities to IT processes including SharePoint use, application, and architecture, and recruiting candidate life-cycle documentation.

HAPTIK CREATIVE, LLC | Washington, DC

July 2015 - Present

Founder & Manager

- Employ the use of computerized tools such as MS Project and Adobe Creative Suite to deliver multidisciplinary brand strategies emphasizing unique revolutionary messages & stunning visuals.
- Actively function as personal representative of the firm in client-facing environments to develop new business and maintain client relationships.

ADDITIONAL PROFESSIONAL EXPERIENCE

WORLD AFFAIRS PROGRAM | Tallahassee, FL

August 2011 – May 2014

Lead Delegate

- Assisted team of five Board Members to manage portfolio budgets, logistics, and conference investments, coordinated recruitment for new academic year, moderated meetings with senior leadership, and served as a main point of contact between the board and its members.
- Conducted analysis of training techniques and implemented workshops utilizing simulation-based learning with a primary focus mission-critical decision-making, defense policy and practices, and exercise coordination strategies.
- Served as the organization's Lead Delegate during international competition, and received awards for exemplary performance and topical knowledge in twelve different committees.

EDUCATION

Bachelor of Science, Economics, Florida State University, Cum Laude, Tallahassee, Florida, 2014

Bachelor of Arts, International Affairs, Florida State University, Cum Laude, Tallahassee, Florida, 2014

PROFESSIONAL CAPABILITIES & CERTIFICATIONS

Software, Adobe Creative Suite, Sharepoint 2010 Administrator, MS Excel, MS Visio, MS Project, SAP

Programming Languages, HTML5, CSS3, Javascript, PHP, Basic

Spoken Languages, French (conversational), Spanish (basic conversational), Russian (basic)