

# JANICE KILLION

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## PROFESSIONAL SKILLS

Program & project management  
Financial management  
Data analytics  
Business intelligence  
Data visualization  
Reporting  
MS Excel, PowerPoint, Word  
MS Project  
SAP ERP  
Tableau  
Adobe Illustrator & Photoshop

## PERSONAL SKILLS

Creative problem solver  
Motivated by challenges  
Detail oriented & organized  
Fast learner  
Thrives in international environments  
Even keeled & stress resistant  
Sunny disposition

## CERTIFICATIONS

Certified Assistant  
Project Manager (CAPM)  
PMI | Nov 2012 - Nov 2017

## LANGUAGES

English  
Native

German  
Advanced

Dutch  
Intermediate comprehension  
Beginning written/spoken

## PROFILE

Adaptable program and project management professional with over 10 years of experience in meeting the needs of government, military, and NGO clients. Possesses versatile analytical capabilities, excellent interpersonal skills, and fluid communication skills. Passion for exceeding customer expectations and continuous process improvement. Seeking a position in program/project management or data analytics with opportunities for advancement.

***Can work in the Netherlands for any employer***

## EXPERIENCE

### **Membership Management & Analytics Officer**

**International Water Association | The Hague, NL | June 2017 to July 2020**

*Data management, analysis, and reporting at a membership organization for water professionals.*

### **Achievements**

- Developed and implemented data management and reporting strategies to provide a 360-degree overview of the organization's members
- Transformed data into actionable insights and identified trends that facilitated decisions leading to membership growth of 30% between 2017 and 2019
- Identified and implemented metrics for analyzing membership marketing campaigns and programs

### **Responsibilities**

- Prepared regular reports on current membership status
- Provided detailed analyses of membership figures and income
- Developed & maintained dashboards showing performance of membership campaigns and programs
- Assisted the finance team with tracking & reconciliation of income
- Provided projections of membership figures for development of annual budgets
- Managed IWA's membership data and ensure data integrity
- Led annual renewal cycle project, in which the organization's online membership platform is updated for the next year

### **Senior Consultant | Business Financial Manager**

**Booz Allen Hamilton | San Diego, CA | Dec 2013 - Oct 2016**

*Comprehensive financial management, analysis, and reporting for a portfolio of Naval command and control software applications with an annual budget of \$50M*

- Assisted with cost planning development and provided analytical support for the execution of agency funds

- Prepared reports and monthly briefings for internal and external stakeholders on program funding status and performance, assessment of progress against targets, and risk status
- Drafted budget estimates, funding documents and execution reports
- Execution and tracking of funding, including transferring funds to other Naval contractors
- Analyzed, monitored, and reported commitment, obligation, and expenditure data
- Provided cost development and forecasting for future budget years
- Conducted reconciliation, account closure, and the planning and preparation of procurement actions using SAP ERP

### **Senior Consultant | Program & Project Management**

**Booz Allen Hamilton | Sterling, VA | Nov 2011 - Nov 2013**

*IT & engineering program and project management for several US Department of Justice clients*

#### **Achievements**

- Assisted the program manager in the development of project plans and justifications for \$1.2 billion in funding requests for the second Spectrum Relocation Project for Advanced Wireless Services
- Prepared a detailed \$1.2 billion cost estimate for the second Spectrum Relocation project
- Earned CAPM certification from PMI

#### **Responsibilities**

- Provided project management for client projects, including project planning, requirement analysis, risk analysis, financial tracking, resource allocation and progress reporting
- Analyzed budget requirements, conducted financial analysis, and facilitated contract modifications and funding justifications within client organization
- Authored client-ready technical and financial reports for submission to key external stakeholders
- Provided guidance and support to the client PM in the analysis of requirements, development of project plans, allocation of resources and evaluation metrics
- Prepared regular briefs and reports for program managers and external stakeholders, including annual reports to Congress
- Analyzed budget requirements, conducted financial analysis, and reconciled funding issues

### **Program Analyst**

**Barling Bay | Lorton, VA, USA | Dec 2008 to Nov 2011**

*Engineering program management for the S&T program of a US Department of Justice client*

#### **Achievements**

- Provided support to the client program manager in the analysis of requirements, development of project plans, allocation of resources and evaluation metrics for \$187 million Spectrum Relocation Project
- Rewrote and maintained the client's program handbook
- Co-led the office's Environmental Management System (EMS) program and implemented procedures to make the workplace more environmentally sustainable

#### **Responsibilities**

- Analyzed budget requirements, conducted financial analysis, and reconciled funding issues
- Wrote technical reports for submission to external stakeholders, assisted with internal audits
- Managed and maintained program assets
- Prepared financial execution documents
- Assisted with the maintenance of internal web pages, including gathering and uploading relevant content
- Provided training to client staff on client organization's ERP system
- Made travel arrangements, prepared expense reports, acted as point of contact for senior management

## **EDUCATION**

**University of California, Santa Barbara, 2003 - 2007**

Bachelor of Arts in Global Studies, minor in German