**Sandra J. Hall**

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**Objective**

Technical Writer/Editor with an advanced education in Data Analytics and Data Visualization. Has extensive experience leading teams, managing software development projects, and coordinating the development of technical documentation and customer deliverables.

**Education**

Digital Marketing Certificate

George Washington University Washington, D.C. / Currently Enrolled, Graduation September 2021

Data Analytics and Visualization Certificate

George Washington University Washington, D.C. / Graduated March 2021

Master of Science in Applied Business Analytics

American Military University Charles Town, WV / Graduated Aug 2020

Bachelor of Science in Legal Studies

American Military University Charles Town, WV / Graduated Aug 2015

Associate of Applied Science in Information Management

Community College of the Air Force Montgomery, AL / Graduated July 2016

**Experience**

**Technical Writer/Editor**

Peraton, McLean, VA / Oct 2019-Present

• Coordinated the creation and editing of client deliverables.

• Revamped Metrics Reporting using a team-building approach, through implementation of new software.

• Interfaced with Contract Administrator to develop contract Deliverable Letters.

• Prepared a Standard Operating Procedure to outline the Document Creation Process.

• Created SharePoint Document Libraries / Workflows to foster team collaboration.

• Prepared illustrative materials for technical documentation, including organization charts and engineering flows.

• Routinely edited Software Releases, Installation Guides, and other key deliverables.

• Created and routinely edits/distributes monthly program newsletter.

• Achieved ‘Excellent’ Performance Category during year 2020.

**Administrative Assistant 4**

Northrop Grumman, Colorado Springs, CO / Sept 2018-Oct 2019

• Routinely booked travel for over 200 personnel and prepared expense reports for accounting.

• Compiled meeting minutes, developed recall rosters, and weekly client presentations/briefings.

• Interfaced with Software Engineering Lead to leverage MS Project for scheduling projects and resources.

• Drafted and updated Standard Operating Procedures for the Program Management Office.

• Provided oversight and managed documents throughout the Peer/Tech Review Process.

**Administrative Functional Support 3**

Northrop Grumman, Abu Dhabi, UAE / May 2017-Sept 2018

• Senior Administrator to 350 person Air Force Squadron in theater, responsible for providing training to support staff.

• Planned routine events such as Change of Command Ceremonies, Award Ceremonies, and other events.

• Acted as the organization Technical Writer for executive level documents and key correspondence.

• Site Owner for organization SharePoint. Also created / implemented records management plan.

• Managed employee evaluations for over 350 personnel.

• Performed records management inspections as part of the Wing Quality Assurance Program.

• Unit Travel Representative (UTR) responsible for coordinating manning of deployed forces in 6-month rotations.

• Recognized by Management for outstanding performance in UTR and administrative duties.

**Information Resources Manager**

WV Air National Guard, Charleston, WV / April 2016-May 2017

• Wing Program Manager of FOIA, Privacy Act, Official Mail, Records Management, and Publications/Forms programs.

• Performed Quality Assurance inspections for the base.

• Acted as a Technical Writer for Publications, and revamped the Commander’s Dashboard.

• Managed the organization SharePoint as the Site Owner and provided training to lower-level users.

**Administrative Assistant/Paralegal**

WV Air National Guard, Charleston, WV / November 2014-April 2016

• Prepared official communication and correspondence, including daily staff meeting presentations.

• Designed new administrative procedures through SharePoint’s collaborative environment.

• Coordinated travel and performed timekeeping for personnel assigned.

• Preparation of Powers of Attorney and Wills. Performed advanced legal research as needed.

* 1. • Key Paralegal in Administrative Discharge Boards.

**Skills**

**Leadership**

Project Management, Six Sigma—Certified Yellow Belt, Business Development, Agile Methodology, Business Law, Military Experience (Staff Sergeant, Air Force)

**Technical**

Proofreading, Data Analysis, Cost/Financial Analysis, Machine Learning (Keras, Tensorflow), Predictive Analysis, Forecasting, Data Visualization, Tableau, Technical Writing, SharePoint, Data Governance, Records Management MS Visio, Microsoft Excel and Microsoft Office Suite, Salesforce, Dashboard Development, HTML, Bootstrap, CSS, Python, JavaScript, Plotly, Matplotlib

**PROJECTS**

Recruit and Retain: The final version of the Human Resources Analysis, which uses Machine Learning and Tableau models to provide a cost savings to a fictitious company. I was the Project Manager of this project.

<https://github.com/sandi0805/recruit-and-retain>

Human Resources Analysis: A Workforce Analytics project completed using JavaScript and Python to provide an analysis of employer-provided data, which results in a large cost-savings. I held the role of Data Visualization Analyst.

<https://github.com/sandi0805/HR_Analysis>

Web Design: This project showcases UX skills through the creation of a Dashboard using HTML, CSS, and Bootstrap.

<https://github.com/sandi0805/Web_Design_Challenge.git>