

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Sadoniya Whitaker	ITDI - Basic Executive Assistant	7.1.1-7.1.2; 7.1.11-7.1.13

Job Responsibility	Qualifying Skills
Executive Administrative Support: Manage high-level administrative functions, including scheduling, document preparation, and leadership coordination.	<ul style="list-style-type: none"> · Provided direct executive support at NASA and National Guard Bureau, managing scheduling, correspondence, and strategic documentation. · Coordinated travel and logistics for executive leadership, ensuring compliance with federal guidelines using Concur. · Oversaw strategic planning processes, managing administrative goals and aligning leadership priorities with agency objectives.
Task & Meeting Coordination: Organize and track action items, manage taskers, and coordinate meetings for executive leadership.	<ul style="list-style-type: none"> · Tracked and managed performance metrics, strategic goals, and reporting requirements for NASA and FEMA leadership. · Scheduled and facilitated high-level meetings, including agenda preparation, minutes documentation, and follow-up task execution. · Led action item tracking and compliance monitoring, ensuring deadlines and deliverables were met for leadership initiatives.
Stakeholder Communication & Documentation: Serve as a primary point of contact, maintaining correspondence, briefings, and organized office systems.	<ul style="list-style-type: none"> · Developed executive briefings, reports, and policy documents, supporting leadership in strategic decision-making at FEMA and NASA. · Liaised with government agencies, policy directors, and senior officials, ensuring streamlined communication across organizational levels. · Maintained and managed digital and physical records, ensuring accessibility, compliance, and accuracy for federal agency operations.

Education

Howard University, Washington, DC Graduated 1995 Bachelor of Administration (BA) Degree May 1995

Experience

VENESCO Chantilly, VA 2012 - Present
National Aeronautics and Space Administration (NASA), Executive Assistant/Senior Management Analyst

- Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.
- Became familiar with and kept in constant communication with all departments and all the NGB Executive Administrative direct supports.
- Able to integrate into NGB system and become acclimated to the processes that are in place with minimal instruction.
- Became familiar with all aspects of Performance Measurements with NGB including the historic documents and processes.
- Fluent in Excel, able to complete percentage rates for employee increases.
- Coordinate and oversee the day-to-day administrative functions for NGB including coordinating meetings with the Director and 2 Star General.

- Maintain and organize administrative documents, including but not limited to division policies, procedures, rates, rules, regulations, forms, and notices
- Review, analyze, and develop recommendations regarding NGB Performance Measurements.
- Monitor and ensure timely compliance with performance plans and reporting requirements.
- Prepare, review, and manage all aspects of the Director's and General's Strategic plan review and the coordination all the NGB director's section of the Strategic Plan.
- Develop, establish work groups to introduce new methodologies for performance measurements
- Oversee, review, and modify all correspondence to the Director's goals and priorities that correspond to the NGB Directors
- Prepare staff reports, agenda items, and resolutions.
- Consult with all NGB Deputy Director's on all strategic goals and priorities as they related and correspond to Whitehouse directives.
- Provide consultation to NGB Directors, and other administrative personnel on policies, and procedures for performance measurements. Developed and administered procedures and information on SharePoint, web sites, and managed document control for all published documents
- Oversaw planning, organizing and management of the various activities done within and outside the institution.
- Coordinated and Conducted Status meetings, created agendas, and took minutes.
- Transcribed the minutes for distribution, and approval, created "Action Items List and followed-up on the completions to update the matrix.
- Coordinated development, tracking, and reporting of facilities documentation along with evaluation of status and countermeasure development
- Coordinate all aspect of travel through "Concur" application, track receipts, prepare vouchers, and reconciliations.

VENESCO Chantilly, VA**2018- 2020****National Guard Bureau, Senior Executive Assistant/Management Analyst**

- Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.
- Became familiar with and kept in constant communication with all 11 Regions and all the NASA HQ departments.
- Able to integrate into NASA system and become acclimated to the processes that are in place with minimal instruction.
- Became familiar with all aspects of Performance Measurements with NASA including the historic documents and processes.
- Monitor annual operating budgets; conduct financial reporting; track and record departments' asset records including Performance Awards payouts and Special Act awards.
- Fluent in Excel, able to complete percentage rates for employee increases.
- Coordinate and oversee the day-to-day administrative functions for NASA including coordinating meeting with the Director and Chief Information Officer.
- Prepare Spreadsheets to include employee salaries, hourly wage, employee number, GS paygrade, and Quality Step Increase (QSI).
- Maintain and organize administrative documents, including but not limited to division policies, procedures, rates, rules, regulations, forms, and notices
- Review, analyze, and develop recommendations regarding NASA Performance Measurements.
- Monitor and ensure timely compliance with performance plans and reporting requirements.
- Prepare, review, and manage all aspects of the Director's Strategic plan review and the coordination all the NASA director's section of the Strategic Plan.
- Develop, establish work groups to introduce new methodologies for performance measurements

- Oversee, review, and modify all correspondence to the Director's goals and priorities that correspond to the NASA Deputy Directors, prepare staff reports, agenda items, and resolutions.
- Consult with all NASA Deputy Director's on all strategic goals and priorities as they related and correspond to HQ Langley directives.
- Provide consultation to NASA Deputy Directors, and other administrative personnel on policies, and procedures for performance measurements.

VENESCO, Chantilly, VA**2016- 2018****DHS/ Federal Emergency Management Agency -Senior Management Analyst**

- Conduct or direct complex studies, research, analysis, and projects; prepare and present detailed and comprehensive reports to a variety of audiences.
- Became familiar with and kept in constant communication with all 11 Regions and all the DHS HQ departments.
- Able to integrate into DHS system and become acclimated to the processes that are in place with minimal instruction.
- Became familiar with all aspects of Performance Measurements with DHS including the historic documents and processes.
- Fluent in Excel, able to complete percentage rates for employee increases.
- Coordinate and oversee the day-to-day administrative functions for DHS including coordinating meetings with the Director and Chief Information Officer.
- Maintain and organize administrative documents, including but not limited to division policies, procedures, rates, rules, regulations, forms, and notices
- Review, analyze, and develop recommendations regarding DHS Performance Measurements.
- Monitor and ensure timely compliance with performance plans and reporting requirements.
- Prepare, review, and manage all aspects of the Director's Strategic plan review and the coordination all the DHS director's section of the Strategic Plan.
- Develop, establish work groups to introduce new methodologies for performance measurements
- Oversee, review, and modify all correspondence to the Director's goals and priorities that correspond to the DHS Deputy Directors
- Prepare staff reports, agenda items, and resolutions.
- Consult with all DHS Deputy Director's on all strategic goals and priorities as they related and correspond to Whitehouse directives.
- Provide consultation to DHS Deputy Directors, and other administrative personnel on policies, and procedures for performance measurements.
- Consolidate 11 regions weekly report for one brief synopsis for the Director of DHS
- VENESCO, Chantilly, VA
Federal Emergency Management Agency/ DHS Washington, DC 2012 –2014
- Senior Administrator Specialist
- Prepared Briefings for White House Policy and Confirmations
- Fluent in research and development for the "How to Guide" for new Appointees.
- Prepared and developed PowerPoint Presentations for the President Elect's Transition Team
- Wrote and reviewed recovery regulations and guidance documents; drafted and commented on legislation and other emergency management policy documents; and interpreted the laws, regulations, and policies applicable to FEMA.
- Booked travel using the Concur Travel Application for the Secretary and Deputy Secretary of FEMA
- Charged of the Secretary of FEMA's calendar, using a filtering system to make sure that important emails are answered in a timely manner

- Oriented, educated and trained new employees, acquainted them with their specific responsibilities, communicated in clear terms what is expected from them, and introduced them to the organization's vision and mission statement.
- Managed components of management program(s) and activities during a response, including recovery activation and operations.
- Assisted in development, tracking, and reporting scorecard metrics in support of the business plan
- Developed and administered procedures and information on SharePoint, web sites, and managed document control for all published documents
- Oversaw planning, organizing and management of the various activities done within and outside the institution.
- Coordinated and Conducted Status meetings, created agendas, and took minutes.
- Transcribed the minutes for distribution, and approval, created "Action Items List and followed-up on the completions to update the matrix.
- Conducted close observation and made all the essential recommendations to the management regarding more effective and more organized handling of specific operations within the institution.
- Worked closely with the IT Department to assign the necessary equipment to the new Appointees, gave direct instructions for badging, Activating the PIV Card, and the assignment of FEMA equipment
- Maintained an effective medium of communication and close collaboration among the workers in the organization.
- Ensured the implementation of programs to engage all stakeholders in reducing the frequency, severity, and cost of disasters, injuries, fatalities, and impact on critical infrastructure and the environment.
- Exercised independent judgment and applied knowledge of procedures and operating policies FEMA/DHS
- Resolved problems with the implementation of new features within Concur or with problematic programming within the system

Maryland State Board of Election, Annapolis, MD
Senior Administrator Specialist

2009 –2012

- Provided administrative support on the New Voting System Replacement (NVSR) project, for the Maryland State Board of Elections (SBE), which is a \$84 million project that replaced the voting system statewide for the 2016 election cycle
- Organized weekly project status meetings for various departments within the project by coordinating meeting times, consolidating agenda items from meeting attendees, capturing meeting minutes and distributing minutes and action items for meeting attendees
- Supported project staff daily on variety of tasks; for example, make mass copies of training manuals for the training team, which resulted the training team able to have the proper supplies ready for the respective training sessions
- Managed security office badges for all project members
- Performs the administrative and human resource management functions relative to the staff supervised.
- Established guidelines and performance expectations for staff members, which are clearly communicated through the formal employee performance management system.
- Onboarded new project members through introducing him/her to other team members as well as trained such members on project processes
- Ensured the maintenance of a working environment that yielded office productivity, for example, ordered and stocked office supplies, fixed printer issues and managed any building issues such as alarm system or air conditioning issues that arose
- Served as a liaison for stakeholders in communication efforts
- Ensured the implementation of programs to engage all stakeholders in reducing the frequency, severity, and cost of disasters, injuries, and impact on critical infrastructure and the environment.

- Utilized Google Apps to monitor and report project performance, in addition to collaborate amongst clients and project team members
- Managed Precinct Tracker daily to track the status of asset tagging and labeling within the counties
- Managed SBE Legacy Equipment Tracker and SBE Legacy Equipment Spreadsheet, while quality inventory checks were being conducted
- Updated the Change Control Log of all equipment that was delivered to the Central Warehouse and the twenty-four counties, along with gathering the signatures of SBE representative and County representative for the Senior Project Manager
- Coordinated development, tracking, and reporting of facilities documentation along with evaluation of status and countermeasure development

Jhpiego, Washington, DC**2006 –2009***An International, non-profit health organization dedicated to improving health of women and families***Senior Administrator Specialist**

- Excellent oral and written communication skills, detail oriented and work with a high degree of accuracy, highly organized and flexible, ability to multitask and meet changing deadlines, self-directed and able to complete projects with limited supervision, maintained staff confidentiality, working knowledge of email, scheduling, spreadsheets, and presentation
- Maintained close supervision on the daily functions of the staff, ensuring productivity and checking the quality of the output
- Oriented, educate and train new employees, acquaint them with their specific responsibilities, communicate in clear terms what is expected from them, and introduce them to the organization's vision and mission statement
- Oversaw planning, organizing, and managing of the various activities done within and outside the institution
- Conducted close observation and make all the essential recommendations to the management regarding more effective and more organized handling of specific operations within the institution.
- Maintain an effective medium of communication and close collaboration among the workers in the organization
- Served as the receiver of important mail, documents and ordered items delivered to the organization's address
- Performed a series of secretarial functions for the committee and provide additional services depending on the individual policies of the institution
- Served as a Liaison for the AOR of USAID effectively communicating efforts for travel approvals
- Utilized MS Project, MS Office, Adobe Presenter/Illustrator, SharePoint, and Project Management Institute (PMI) methodology to successfully monitor and report project performance and assure collaboration
- Assisted Finance Department with all Partner invoicing, making payments using SAP program, reporting all efforts to Director
- Routed important information and documents for signatures using DocuVantage and DocuSign
- Coordinated efforts of Partners for travel approvals. Keeping track of approvals, and processes
- Provided administrative support to Director and other Sponsored Projects Coordinators as needed
- Coordinated internal meetings as well as external meetings with other Organizations
- Exercised independent judgment and apply knowledge of Jhpiego procedures and operating policies
- Resolved problems with the implementation of new features within SAP or with problematic programming within the system
- Liaised with Building Management and Facility operations. Communicating all issues and efforts to maintain a healthy working environment
- Worked closely with all Jhpiego departments, field offices, Leadership and Programs staff to fulfill the execution of all contractual documents in a timely manner
- Reviewed fully executed contractual documents for completeness and follow-up as appropriate
- Ensured that accurate information is disseminated, and documents are stored both in hard copy and electronically

- Handled and track all Partner vendor invoices using the university SAP system
- Processed contractual documents through the DocuVantage routing database and DocuSign electronic signature system

Crothall & Compass Group, Washington, DC

2000 – 2006

Senior Administrator Specialist

- Teach shared healthcare environmental knowledge with training that creates the craft-masters it takes to deliver specialized service customized for a customer's facility.

Clearance: Secret / Public Trust