Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Anjiline Sirsikar	ITDI - Intermediate Policy Analyst	7.1.2, 7.1.10. 7.1.16

Job Responsibility	Qualifying Skills
Policy Development & Regulatory Compliance: Draft policies, policy guidance, and templates for government review.	· Developed and implemented AI and cybersecurity policies for the U.S. House of Representatives and Department of Commerce. · Key author of policy documents, including the Incident Response Plan and Risk Assessment Framework. · Managed compliance with federal regulatory frameworks (NIST, OMB, and DHS standards) for IT security and AI governance.
AI & Cybersecurity Policy Strategy: Develop policies related to artificial intelligence and cybersecurity for federal use.	· Led AI and cybersecurity awareness training for government employees, improving compliance and risk mitigation. · Developed cybersecurity readiness modules and AI governance reports for federal agencies, guiding strategic policy adoption. · Analyzed AI-related risks and implemented security policies for data management at the Department of Commerce and DHS.
Stakeholder Collaboration & Policy Implementation: Work with government agencies to ensure policies align with federal regulations and organizational goals.	· Worked with policymakers and legislative staff to develop national cybersecurity policies aligned with federal guidelines. · Facilitated cross-agency collaborations between DHS, HHS, and private sector partners on cybersecurity risk management. · Managed stakeholder engagement plans for AI and cybersecurity governance, ensuring policy alignment with emerging federal regulations.

Education

Master of Public Policy - George Mason University   **May 2019**

Bachelor of Science – University of Minnesota

Project Management Certificate – University of Minnesota

Experience

Tetrad Digital Technology Washington, D.C.   **10/2023 – Present**
Senior Cybersecurity and Artificial Intelligence Policy Analyst (Contract Position)
Client: U.S. House of Representatives (House)

· Planned, developed and implemented cybersecurity and Artificial Intelligence (AI) policy and procedure positions on behalf of office of cybersecurity and House information resources.
· Principal representative led efforts to educate and train House staff on cybersecurity best practices.
· Managed budget, regularly reviewing and determining alignment with strategic goals.
· Collaborated closely with the Director to improve legislative processes. Served as a key thoughtful leader supporting the House on strategic direction and decision making.
· Developed cybersecurity awareness training module.

- Prepared analysis reports, information papers, decision briefs, communication plans and newsletters, artificial intelligence readiness index.
- Provided subject matter expertise on all aspects of cybersecurity, information assurance risk management, governance, strategic planning, project management and AI.

American Academy of Actuary Washington, D.C.   04/2023 – 06/2023
Senior Policy Associate (Contract Position)
Client: Risk Management and Financial Reporting

- Established priorities for the risk management and financial reporting council.
- Initiated Academy projects to meet the needs of elected officials; legislatives and regulatory staffs while maintaining an appropriate format for objective, independent actuarial input/analysis.
- Managed quality review of monographs, issue briefs, testimony, and other public statements on Academy public policy issues.
- Supervised the monitoring and reporting of legislative and regulatory developments at all levels.
- Developed strategies for ensuring that public policy committee and task force products and volunteers have access to appropriate audiences and coordinated such strategies with the Executive Director.
- Represented the Academy in policy forums and meetings, Congressional interaction, contact with trade associations, including making appropriate presentations at such meetings.

Idexcel Washington, D.C.   08/2022- 04/2023
Senior Policy Manager (Contract Position)
Client: Amtrak Corporate Security Office

- Managed Security policies for Amtrak's Corporate Security office.
- Identified, developed and managed advocacy strategies to advance policy objectives on the Hill for Amtrak.
- Maintained a national legislative and political monitoring system at the Corporate Security office to provide internal stakeholders with concise and valuable intelligence relevant to the strategic goals of Amtrak's.
- Managed and develop a high-performing team to meet Corporate Security strategic objectives for Amtrak.
- Served as the main liaison centered around issues on Amtrak policy agenda.
- Increased Amtrak's enterprise exposure in various public events including speaking engagements, conferences, and press opportunities.

Jacobs Washington, D.C.   03/2021- 08/2022
Senior Cybersecurity Policy Analyst (Contract Position)
Client: Department of Commerce

- Created, executed, maintained Controlled Unclassified Information (CUI) policies, processes, and procedures for Department of Commerce, USPTO.
- Key author of Incident Response Plan, utilized at agency level to mitigate risks related to Cyber security Intelligence and Privacy Policy worked closely with the Branch Chief Officer, Chief Information Officer.
- Performed privacy compliance activities related to PIIs, PIAs, BII's, SORNs and Record Management, FOIA, and OMB.
- Drafted the Privacy Act Statement, Breach Notification Plan for PII and BII under the guidance of the agency Chief Information Officer.
- Authored the POA&M Management Guide.
- Authored and Updated Risk Assessment documents, Compliance and Regulatory Assessment documents, related to IT Cybersecurity Compliance in Acquisition Checklist, System Acquisitions, Security Assessment and Authorization Procedures, Configuration Management Security Control Procedures, Continuous Monitoring Strategy, Cybersecurity Baseline Matrix, Cybersecurity Baseline Policy.
- Updated the Dynamics Operational Support Plan, Contingency Plan, IT Privacy, Maintenance Procedures, Media Protection Procedures, Security Planning Procedures, Audit and Accountability Procedures.

- Cultivated relationships with internal and external stakeholders to meet agency mission related objectives.
- Created Communication Plans for Stakeholder Engagement and Management.

Green Zone Solutions. Arlington, VA   **2/2020 – 03/2021**
Senior Data Governance Policy Analyst (Contract Position)
Client: Consumer Financial Protection Bureau

- Supported Bureau's Data Policy and Governance program by developing new cross- Bureau processes for managing data-related issues at Consumer Financial Protection Bureau.
- Recommended and developed materials such as the Financial Stability Oversight Council (FSOC), to help implement data governance and information management best practices across the Bureau.
- Supported the management and auditing of day-to-day process controls to ensure that use of bureau data complies with all bureau data governance policies and relevant laws.
- Gathered, maintained and updated metadata, including restrictions or policy requirements associated with bureau data.
- Managed outreach to Congressional and state officials.
- Identified and analyzed emerging risks in financial institutions and markets.
- Applied appropriate risk management frameworks and policies to support oversight of financial institutions.
- Drafted memos, bill summaries, talking points for financial regulators.

Cognosante Frederick, MD   **11/ 2019 – 02/2020**
Senior Policy and Program Analyst (Contract Position)
Client: Veteran Affairs

- Created the Strategic Planning, Planning Programming, Budget Execution (PPBE) documentations for the Veteran Affairs Acquisition Academy Chancellor's office.
- Developed and documented Standard Operating Procedures (SOPs).
- Provided support at all phases of Project Management for business and technical projects.
- Advised government officials on identified inefficiencies, risks and policy recommendations.
- Updated policy and procedures as part of the agency reorganizational posture.

Blue Print Consulting Services Group Washington, D.C.   **01/2016 -04/2019**
Cybersecurity Policy Analyst (Contract Position)
Client: DHS

- Developed stakeholder engagement plan and stakeholder management plan.
- Developed briefings, white papers, talking points, educational materials, and reports to educate stakeholders.
- Developed and coordinated conferences and meetings, strategic priorities, and reviews
- Developed external affairs materials in conformity to DHS standards; research and provide guidance on agency related materials.
- Developed a plan of action, and monitoring status, prioritized activities, and provided comprehensive status updates.
- Key author of concepts of operations and annual operating plan documentations utilized by executive agency officials for strategic management decision making.

The Coalition of Service Industries Washington, D.C.   **01/ 2011-12/ 2015**
Government Affairs Associate

- Engaged directly with policymakers, regulators, industry stakeholders, and key opinion leaders to shape policy and political dialogue across a variety of legislative and regulatory proposals before Congress and key federal agencies.
- Worked closely with Assistant U.S. Trade Representative, provided high level policy expertise on services trade, investment, and digital issues.

- Managed stakeholder engagements related to digital issues in domestic and foreign trade negotiations.
- Advocated for international rules, modernized custom processes, market access commitments and regulatory systems.
- Prepared written material for Congressional hearings, actively involved in hill engagements with trade and other committee members and staff.
- Actively engaged with Washington diplomatic community, highly engaged with WTO delegations through organizational led delegations to Geneva and Asia Pacific.
- Assisted with budget functions and revenue recognition.
- Prepared white materials such as talking points, policy briefing and summaries, reports

Hollastadt Consulting Minneapolis, MN   **09/ 2008 – 08/ 2010**
IT Health Project Coordinator (Contract Position)
Client: Blue Cross Blue Shield

- Managed expenses, budgeting, and forecasting. Provided strategic advice using financial metrics and risk management applications.
- Assisted with budget functions and revenue recognition.
- Identified risk and opportunities pertaining to ICD-10 projects; findings were used by Risk Management team to mitigate risk and increase profitability.

Professional Development:

- Partnered by American Institute 10/2023
  Artificial Intelligence Essentials
  Demystifying Generative AI: Analyzing Generative AI and its impact on AI Law, and Compliance
- Partnered by Carneige Center for International Peace and Stimson Center 06/2023
  Nuclear – Cybersecurity Risks and Remedies
- Partnered by Canadian Institute 11/2023
  Roadmap to Risk Assessment: How to Effectively Integrate Risk Assessment in to Core Compliance