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# FEDERAL PROGRAM ANALYST RESUME

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## Summary:

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An efficient individual responsible for the analysis of Federal programs; Provide leadership on team and/ or area; Has a thorough knowledge of all test equipment; Displays an advanced proficiency in using computer applications and software; Has a very effective verbal and written communication skills to effectively communicate and resolve issues; Has a good organizational and time management skill.

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## Professional Experience:

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Senior Federal Program Analyst January 2007 – Present  
Department of State, Atlanta, GA

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## Responsibilities:

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Responsible for the life cycle management of Federal Catalog Systems (FCS's).  
Managed change requests based on cost and schedule.  
Executed test plans to validate that changes will meet customer needs.  
Responsible for the development, improvement and maintenance of the FCS and its processes.  
Advised customers of the Federal Catalog System data systems, programs and processes.  
Associate Federal Program Analyst May 2004 – December 2006  
Department of State, Atlanta, GA

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Associate Federal Program Analyst May 2004 – December 2006  
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## Education:

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Master of Science in Business and Finance  
Stanford University, CA, 1999  
Bachelor of Science in Business Management  
Stanford University, CA, 1997

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## Skills:

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- Excellent verbal and written communication skills
- Excellent quantitative and analytical skills
- Proficiency in Microsoft Excel, Word, Outlook and PowerPoint
- Strategic and conceptual thinking skills
- Business and operations management
- Time management skills
- Organizational and motivational communication skills
- Financial modeling and project evaluations (NPV and ROI) expert
- Knowledgeable of laws, legal codes, court procedures, precedent, government regulations, executive orders, agency rules, and the democratic political process.

**Awards and Honors:**

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Dean's Lister, Stanford University, 1997  
Senior Member, MBA Association, 1999

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