Policy Officer Resume

Job Objective

Seeking a Policy Officer position where my skills and experience can assist in growth of the organization.

Highlights of Qualifications:

- Wide experience in humanitarian organization
- Solid operational knowledge of organizations working for refugees and displaced people
- Outstanding knowledge of formulating and implementing policies and policies relevant to NGOs.
- Highly skilled in analyzing and conceptualizing changing policy environment
- Excellent ability to understand current humanitarian issues and debates
- Outstanding ability to contribute to organizations' mission and strategic directions

Professional Experience:

Policy Officer
Director of National Intelligence, Ellendale, MN
August 2005 – Present

- Identified strategies to develop policies and procedures relevant to organizations in international setting.
- Formulated relevant policies and strategies for the organization to work internationally
- Identified advocacy themes and strategies to support liaising activities.
- Monitored international conventions and similar movements to formulate policy.
- Studied activities policy and initiatives of international organizations in formulating new policies.
- Interacted with international organizations to understand current trends.

Policy Officer
ACT Health, Ellendale, MN
May 2000 – July 2005

- Developed and implemented organization's policy based on current trend in the sector
- Assisted the organization to review existing policies.
- Analyzed political and ground realities to formulate and implement organization's policies.
- Developed strategies to lobby and influence hostile parties to settle human rights issues. Conducted researches to tackle more complex human rights and refugee problems.
- Developed policies and strategies to assist staff members to carry out advocacy work

Education:

Bachelor's Degree in Public Administration
Kutztown University, Kutztown, PAMaster's Degree in Public Policy
Peirce College, Philadelphia, PA

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