

# VIRGINIA WILLIAMS



## PROGRAM ANALYST

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Experienced Program Analyst with a proven track record of successfully managing multi-million-dollar budgets and implementing cost-saving initiatives within federal agencies. Seeking to apply expertise in budget formulation and policy analysis to drive efficiency and compliance, contributing to enhanced program effectiveness and financial stewardship.

### PERSONAL INFORMATION

#### Additional data

- **Citizenship Status:** United States Citizen
- **Security Clearance:** Top Secret Clearance, Department of Homeland Security (Active)
- **GS Score:** GS-12
- **Veteran's Preference:** 10-point preference

### SKILLS

Analytical Thinking	Expert	Research Skills	Expert
Data Analysis	Expert	SQL	Expert
Data Modeling	Expert	Project Management	Expert

### EXPERIENCE

2020 - 2024

#### Program Analyst

Department of Homeland Security / Washington, DC

- Managed a \$5 million budget for emergency preparedness programs, ensuring strict adherence to federal spending regulations and achieving 100% budget execution.
- Developed and implemented a comprehensive policy framework for disaster response coordination, resulting in a 20% reduction in response time and improved interagency cooperation.
- Analyzed data trends and produced quarterly reports for senior management, providing actionable insights that guided strategic decision-making and resource allocation.
- Led cross-functional teams in process improvement initiatives, resulting in a 15% increase in operational efficiency and cost savings of \$500,000 annually.
- Collaborated with external stakeholders and federal partners to identify emerging threats and vulnerabilities, contributing to the development of proactive mitigation strategies.
- Conducted program evaluations and performance assessments to measure effectiveness and ensure alignment with agency goals and legislative mandates.

2016 - 2020

## Policy Analyst

Office of Management and Budget / Washington, DC

- Conducted comprehensive research and analysis on federal budget allocations, identifying inefficiencies and proposing recommendations that led to a 10% reduction in discretionary spending.
- Drafted policy memoranda and briefing materials for Congressional hearings, contributing to the passage of key legislation related to economic stimulus and regulatory reform.
- Collaborated with interagency working groups to develop cross-cutting policies and initiatives aimed at enhancing government efficiency and transparency.
- Prepared data-driven reports and presentations for senior leadership, synthesizing complex information into clear and concise recommendations.
- Coordinated logistical arrangements for high-profile meetings and events, ensuring seamless execution and maximizing stakeholder engagement.
- Provided support in the preparation of annual budget justifications and performance reports, ensuring accuracy and compliance with OMB guidelines.

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2013 - 2016

## Research Assistant

Congressional Research Service / Washington, DC

- Conducted extensive research and analysis on legislative initiatives related to healthcare reform and economic policy, producing briefing papers and background reports for Congressional staff.
- Monitored legislative developments and analyzed their potential impact on constituent interests, providing timely updates to senior researchers and policymakers.
- Collaborated with subject matter experts to prepare testimony and responses to constituent inquiries, enhancing the office's responsiveness and effectiveness.
- Assisted in the preparation of Congressional hearings and briefings, ensuring accurate information dissemination and alignment with legislative priorities.
- Managed databases and information systems to track legislative actions and facilitate data-driven decision-making processes.
- Supported outreach efforts to stakeholders and advocacy groups, fostering productive relationships and promoting legislative awareness and engagement.

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2012 - 2013

## Legislative Intern

Office of Senator Jacquelyn Hubbard / Washington, DC

- Conducted constituent outreach and casework, addressing concerns and resolving issues on behalf of constituents, achieving a 95% resolution rate.
- Drafted press releases, speeches, and correspondence for the Senator, ensuring alignment with legislative priorities and constituent interests.
- Coordinated logistics for public events and meetings, managing schedules and logistical arrangements to maximize constituent engagement and support.
- Conducted policy research and analysis on key legislative issues, providing critical insights and recommendations to legislative staff.
- Assisted in the drafting and negotiation of bipartisan legislation, facilitating consensus-building and coalition management efforts.

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## EDUCATION

2015 - 2017

## Master of Public Administration

George Washington University / Washington, DC

- Specialization in Public Policy and Administration
- Thesis: "Analyzing the Impact of Federal Budget Allocation on Emergency Preparedness Programs"

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2003 - 2007

University of Virginia / Charlottesville, VA

- Dean's List (Fall 2010 - Spring 2012)

Bachelor of Arts in  
Political Science

- Relevant Coursework: Policy Analysis, Government Budgeting, Legislative Processes

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## COURSES

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2023 Project Management Institute (PMI)

Project Management  
Professional (PMP)

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2020 Office of Personnel Management (OPM)

Federal Budgeting  
Certification

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2020 Department of Homeland Security (DHS) Academy

Data Analysis  
Techniques Workshop

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## MILITARY EXPERIENCE

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2007 - 2012 United States Army, Army National Guard

Captain (Retired)

- Led a platoon of 30 soldiers in combat operations in Afghanistan, ensuring mission success and troop safety.
- Managed logistics and coordinated resources, achieving 100% accountability and readiness during deployments.
- Conducted risk assessments and implemented safety protocols, resulting in zero combat-related casualties.
- Awarded the Bronze Star Medal for meritorious service and leadership under combat conditions.

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## LANGUAGES

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French (Advanced)

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Farsi (Intermediate)

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