

Specialized Competencies

Responsible for a wide variety of sensitive and complex duties involving analytical, coordinative, advisory, and consultative services. Having latitude for the exercise of independent judgment, to include work of marked difficulty and responsibility along special technical or administrative lines in office, business, or fiscal administration, requiring—

- ♦ *Extended specialized program management training and experience which has demonstrated important attainments and marked capacity for sound independent action or decision.*

Professional Experience

03/2022 – Present

40 hours per week

U.S. Census Bureau - Program Analyst

Robert Sienkiewicz, Chief,

Center for Enterprise Dissemination at United States Census Bureau
(CED)

4600 Silver Hill Rd, Hillcrest Heights, MD 20746

Office: (301) 763-4636

Contract Management

- ♦ Receive, process, and track deliverables for CEDSCI contracts.
- ♦ Create and manage suspense reports to forecast upcoming deliverable activities
- ♦ Review the contents of the database regularly to clear duplicate and outdated procedures and exercise judgment and originality for evaluating usage patterns and recommending methods for improving the functionality
- ♦ Upload and maintain deliverable sign-off sheets to share point site

Property Custodian

- ♦ Run reports and track equipment through the Sunflower tracking system for all Accountable Equipment), to Self-Certify the Accountable Equipment assigned to you.
- ♦ Maintain equipment and keep account of the following equipment: laptop(s), smartphone(s), tablet(s), and any issued government equipment.
- ♦ Counsel and advise program managers on methods and procedures, management surveys, management reports, and control techniques.

Safety Representative

- ♦ Promote and assist with safety and security within the work areas.
- ♦ Conduct quarterly safety inspections aligned with all regulations issued by OSHA, ACSD Safety Office, and the General Services Administration.
- ♦ Work with the Division/Office to create a list of certified CPR/First Aid/AED colleagues to assist during an emergency.
- ♦ Plan for assistance of colleagues with disabilities in case of emergency.
- ♦ Enter information into the Safety and Facility Emergency Reporting (SAFER) System regarding findings from safety inspections, hazardous materials inventory, and assigned safety monitors for your division/office.
- ♦ Liaison with the Safety Office for any safety questions or concerns.

Angela N. Hawkins

(Nov 2016-March 2022) Administration for Children and Families (ACF)

40 hours per week

Management Analyst (*Division of Employee Development and Worklife*)

Training Department/Awards Coordinator

- ◆ Facilitated and Managed the New Employee Orientation (NEO) for the entire Agency.
- ◆ Managed the Registrar functions for the Agency's External Learning Development Program (ELDP), analyzed ELDP training trends, cost, and ROI to recommend elimination of redundancies, and achieve economies of scale.
- ◆ Managed, analyzed, and provided feedback and reporting for mandatory training statistics for hundreds of ACF employees and contractors as the Learning Management System (LMS) system administrator.
- ◆ EAP and WorkLife4You promotion for the Agency including programs such as 2019 Feds Feeds Families ACF Kick Off.
- ◆ External, Departmental, Incentive, and Length of Service Awards Coordinator for the entire Agency.
- ◆ Planned, coordinated, and monitored the administrative support functions for the Office of Administration (OA) and served as technical adviser to management concerning HR, budget, space, procurement, contract, and administrative services matters.

Occupational Safety

- ◆ Provides technical/administrative assistance with work in the areas of Safety and Facilities Services and Occupational Health and Safety.
- ◆ Serves as Regional liaison and provides technical guidance to Regions on audit program policies and evaluations
- ◆ Reviews and evaluates inspection and investigation reports to identify significant general industry compliance issues.

(May 2016-Nov 2016) Executive Assistant to the Senior Advisor for Strategic Initiatives

40 hours per week

(Immediate Office of the Assistant Secretary (IOAS))

- ◆ Assessed needs and developed a training strategy in partnership with Race Matters Institute to increase racial and gender equity in the workplace.
- ◆ Researched and assisted in the identification of potential donors including individuals, groups, and foundations whose agenda and priorities align well with ACF's mission and priorities.
- ◆ Aided three major initiatives Philanthropic Engagement, Peace Corps, and Race Equity and Diversity.
- ◆ Briefed the Senior Advisors on pertinent information for recommendations and strategies for ACF initiatives, programs, and policies.

Angela N. Hawkins

(July 2015-May 2016) Executive Assistant to the Deputy Assistant Secretary

(Immediate Office of the Assistant Secretary (IOAS))

40 hours per week

- ◆ Coordinated and prepared Domestic/International travel itineraries, travel authorizations, and vouchers for the Deputy Assistant Secretary.
- ◆ Assisted the Deputy Assistant Secretary (DAS) with the execution of planning-related activities, including work that focused on the development of the agency's Strategic Plan.
- ◆ Performed a full range of highly responsible clerical and administrative support functions and duties.
- ◆ Regularly managed a limited amount of sensitive, discretionary, complex, and confidential information and is astute as to how these materials should be handled in a variety of mediums (hardcopy, oral information, email, etc.).
- ◆ Coordinated schedules, serving as a scheduler. Keeps the leadership informed of upcoming activities and commitments.
- ◆ Engaged with senior management to ensure organizational deadlines and objectives were met promptly. Monitors resulting activity to brief the leadership and keep them apprised of potential operation issues.

Education

Bachelor's Degree

Expected May 2025 UMGC - Psychology B.S.
Minor-African American Studies

Associate of Arts

Business Communication
2017 College of Southern Maryland

Associate of Arts

2017 College of Southern Maryland