

- Used Constant Contact to produce a PPFL Monthly Newsletter sent to over 500 employees. Developed content for newsletter articles and created infographics and special messages for unique editions.
- Worked alongside leadership to develop longstanding tools including designated “No Meeting” days, a monthly podcast series, and a second newsletter focused on maintaining connections during the COVID-19 pandemic.

Major Accomplishments: To show support to employees during Public Service Recognition Week, I developed a Power Automate tool and Microsoft Form survey to allow employees to share personalized e-grams with team members. Approximately 500 e-grams were sent to staff over three days. The subsequent year, NPS leadership adopted the tool to use it across NPS with 1000’s of e-grams being sent out across the Service.

Annual Work Planning (June 2020 – present)

- Supported a Directorate-wide effort to develop an actionable, integrated Directorate-level work plan, along with a repeatable framework for future fiscal years.
 - Conducted interviews with senior leadership to discuss previous year accomplishments and goals for subsequent years.
 - Supported the development of a pairwise comparison tool to define prioritization criteria.
 - Developed division-specific workbooks highlighting priorities, goals, and key actions for future years. Used Excel Power Query to sync division-specific workbooks to a master workbook.

Major Accomplishments: After three years of work planning, the process has been adopted throughout the NPS, including the formulation of a cross-directorate work plan with PPFL, Natural Resources, and Cultural Resources. Entering FY22, the process has now expanded to a National Work Plan, capturing priorities, goals, and key actions across the NPS.

**DEPARTMENT OF THE INTERIOR,
NATIONAL PARK SERVICE**

*Washington, DC
Aug 2017-July 2018*

Program and Management Analyst

Supported the Senior executive of the Workforce and Inclusion Directorate within the NPS that oversaw staffing and employee management programs for a workforce of more than 22,000 employees at more than 400 national parks and offices across the nation.

- Supported the NPS Human Resource Council in developing strategic plans and annual work plans for the NPS Human Resources program.
- Developed the framework for an NPS Career Development and Rotational Program by evaluating best practices from throughout the government and analyzing long term trends within the Park Service.
- Organized a team of employees to address an internal hiring backlog of roughly 200 vacant positions.
- Used NPS data to evaluate over 400 superintendents and benchmark data for future employee development and career opportunities
- Analyzed and evaluated (on a quantitative or qualitative basis) the effectiveness of program operations in meeting established goals and objectives
- Assisted the Associate Director in assessing business processes and identifying employees from within and outside the Park Service to provide capacity assistance to the NPS HR function.

Major Accomplishments: Organized a team of employees and contract support to address an internal hiring backlog of roughly 200 vacant positions.

**EXECUTIVE OFFICE OF THE PRESIDENT,
OFFICE OF MANAGEMENT AND BUDGET**

*Washington, DC
Jun 2016-Jan 2017*

Intern within the Office of Performance & Personnel Management

Planned, implemented, and evaluated strategic human capital management and human resources operations

- Wrote memos and strategic plans to develop best practices for implementing policy ideas related to diversity and inclusion racial equality.
- Supported the development of significant and achievable goals, objectives and operations through coordination and preparation of the office’s strategic plans, performance plans and human capital operating plans to further facilitate the implementation of FedStat and other OMB objectives.
- Served as a liaison for cross agency strategic meetings and non-government entities to facilitate and support long term impacts within the Federal Labor Management Council.

**U.S. GOVERNMENT ACCOUNTABILITY OFFICE
Independent Contractor**

*Washington, DC
Oct 2016-May 2017*