

Professional Level Client 1

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Professional Profile: An accomplished policy analyst and business consultant with strong analytical skills and communication prowess. Developed major corporate tax and international trade legislation. Founded a women's networking group in the City, ST metropolitan area to connect professional women across diverse industries and professions. Spear-headed an effort to increase constituent outreach by over 200% for a prominent Senator. Conducted an independent study to assess the effectiveness of a trade agreement and made recommendations to improve efficiency. Developed recommendations to help an international organization reorganize its finance operations. Received recognition from major public sector client for outstanding delivery of service.

Areas of Expertise

- Analytical and Financial Skills
- International Trade and Business Analysis
- Policy Analysis and Development
- Process Improvement

EXPERIENCE

Name of Company, **Senior Associate**, Year-Present

City, ST

- Served as chief of staff and primary client point of contact for Client account to ensure contract compliance and to support business development; Responsibilities included managing personnel issues, developing marketing materials, interfacing with client, identifying new business opportunities, and project management.
- Produced a quarterly Congressional report on Iraq Client Special Inspector General for Iraq Client. Team lead for quality assurance and accuracy and subject matter expert on U.S. appropriations and international financial support.
- Conducted a Congressionally mandated feasibility study for large federal agency to set up a collaborative state, local and federal law enforcement task force for combating issue and issue. Team lead for data analysis.
- Provided historical accounting, process improvement and re-structuring services for a client leading to a clean audit opinion. Identified opportunities to reduce costs and recommended strategies to improve efficiency in finance operations.
- Conducted Fraud Risk Assessment for Name of Office of Issue. Identified fraud risk factors and made recommendations to strengthen internal controls.

Name of Company, **Consultant**, Year-Year

City, ST

- Developed training materials for new business development software and wrote user manual for corresponding software.
- Tested new capabilities and searched for problems and inconsistencies in the software application.

U.S. **Organization ON Issue, Policy Analyst**, Year-Year

City, ST

Advised high ranking Senator on issue legislation. Prepared memoranda, briefings, statistical data and Congressional hearings for Senators and senior staff and corresponded with constituents, lobbyist, and Administration officials.

- Developed reform legislation as a replacement for current law that was found to be illegal under xxx rules; research led to the inclusion of approximately 300,000 additional beneficiaries; Legislation was signed into law on mo/yr and provided a benefit to type of manufacturers.
- Increased constituent outreach to 200+ businesses in Senator's home state by developing electronic correspondence system and spearheading grassroots outreach effort.
- Hired as professional staff member at the completion of one-year fellowship.

- DEPARTMENT OF NAME AFFAIRS, **Consultant**, Year-Year City, ST
- Designed and implemented research project to identify potential growth sectors under the Name Growth and Opportunities Act (ABCD).
 - Surveyed over 100 exporters to identify impediments to exporting to the U.S. market and to assess their level of familiarity with ABCD.
 - Recommended policy changes and initiatives for improving effectiveness of business promotion agency's ABCD expansion and education program based on research.

- Name of School OF EDUATION, **Assistant Language Teacher**, Year-Year City, ST
- Taught English grammar and pronunciation to junior high school students and English conversation to adults.
 - Wrote monthly column in local newspaper on American life and culture in Japanese.

- U.S. DEPARTMENT OF NAME, **Foreign Name Service Intern**, Year-Year City, Country
- Managed staff of four in the absence of the Agricultural Minister Counselor.
 - Drafted and edited agricultural reports including the agriculture section of the Department of Commerce's Country Commercial Guide: Xxxxx.
 - Established plant and animal importation information center in the Xxxx XXX office.

- NAME OF EXTERNAL TRADE ORGANIZATION, **Research Assistant**, Year-Year City, ST
- Conducted market research to provide assistance for U.S. exporters to Xxxxx.
 - Corresponded with clients and XXXXX publication subscriptions to support business development.

EDUCATION

Name of UNIVERSITY, SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS **City, ST**
Master of International Affairs. International Economic Policy, International Trade.
Honors and Activities: Dean's Scholarship Recipient, Name of Senate Fellow, Name Foundation Fellow (International House), Association of Students of Name-founding member/Networking Coordinator.

Name of UNIVERSITY City, ST
Bachelor of Arts, *summa cum laude*. Political Science.
Honors and Activities: Institutional Scholarship Recipient (full), Governor's Scholar, Institute for International Public Policy (IIPP) Fellow

Name of College (Year) - Name of Language Institute
Name of University (Year) - Public Policy and International Affairs Institute (PPIA)
Name of University Japan (Year-Year) - Study Abroad in City, Japan.

SKILLS AND ACTIVITIES

Languages: Japanese, Spanish

Professional Organizations: Association of Certified Name; International Name Program (ABCD) Fellow; Women in Name; Name of Association; National Association of Group

Volunteerism: Executive Board Member for the Name Financial Education and Literacy Council, Volunteer Tax Preparer