**Aaron Sample**

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U.S. Citizen: Yes **▪** Veteran’s Preference: No **▪** Current/Former Federal Employee: Yes

VACANCY IDENTIFICATION NUMBER: 20-2396-HQ-TE-M

JOB TITLE AND GRADE: Supervisory Management & Program Analyst, GS-0343-14

**PROFESSIONAL SUMMARY**

Supervisory Management and Program Analyst with over 15 years’ experience evaluating, analyzing, and establishing agency-wide programs consistently resulting in cost effective implementations and improvements to financial and reporting systems. Relied upon as the “Go to” person for technical issues pertaining to dashboards, data analysis, and new systems/processes. Setting and adjusting short- and long-term priorities for greater fiscal performance in spend plans, acquisitions, appropriations, and program executions. Known for establishing and cultivating strong inter-agency relationships with key stakeholders, senior leadership, and staff enabling large and complex project completion within assigned timeframes to meet goals and objectives. Directing and overseeing multi-year budgeting, appropriations, and spend plans up to $620M, as well as preparedness and action plans for nationwide emergency responses.

**SELECTED AREAS OF EXPERTISE**

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| **Program Analysis** | **Agency-Wide Studies** | **Program Development** |
| **Project Management** | **Planning & Projections** | **Financial Analysis** |
| **Short/Long-Term Prioritization** | **Team Leadership** | **Communications** |
| **Stakeholder Interface** | **Inter-Agency Collaboration** | **Critical Decision Making** |
| **Procurement Planning** | **Budget Projections** | **SIP Modeling** |

**RELEVANT PROFESSIONAL EXPERIENCE**

**MANAGEMENT & PROGRAM ANALYST 02/2015 to Present**

**Assistant Secretary for Preparedness and Response Salary: $XXX,000 USD Per Year**

**Street Address Supervisor: Name Here**

**Atlanta, GA Zipcode Telephone: XXX-XXX-XXXX**

**Hours/week: 40+ OK to Contact: Yes**

**PLANNING AND ESTABLISHING ORGANIZATIONAL PROGRAMS**: Evaluated effectiveness of Division of Strategic National Stockpile (DSNS) program operations to meet budgetary and inventory goals and objectives. Interpreted quantitative/qualitative information to formulate and develop predictive models aiding in decision-making and policy establishment, and developed alternative financial control processes mitigating reduction in available Common Accounting Numbers (CANs) for fiscal year 2019 and beyond.

**EXECUTIVE LEVEL PARTNERSHIP AND AGENCY MANAGEMENT**: Collaborated with division level partners including, Policy, Science, Logistics and Acquisition, Assistant Secretary for Preparedness Response (ASPR), Office of Resource Management (ORM), Management Finance and Human Capital (MFHC), and cabinet level Office of Budget and Management (OBM), on projects and information requests to shape and guide policy and resource management/distribution.

**EVALUATE AND ANALYZE AGENCY-WIDE PROGRAMS AND FUNCTIONS**: Developed and implemented comprehensive data collection and reporting systems supporting evaluation and analysis of DSNS programmatic and financial operations, and internal control activities. Delivered analysis findings to senior leadership to inform management, garner support for recommendations, and influence business strategy.

**CRAFTING AND COMMUNICATING AGENCY STRATEGY**: Consistently conveyed technical information in verbal and written communications about program policies, decisions, status, results, and procedures accurately and in timely manner to drive, shape, and communicate organizations’ strategic plan to superior leadership and key stakeholders.

**PLAN, ESTABLISH, AND DIRECT COST-EFFECTIVENESS PROGRAMS AND BUDGETING**: Led annual multi-year budget planning procedures accommodating funding requirements of over $600M. Sequenced, developed, and managed delivery of annual budget projection products for branch level spend plans, internal division level budget projection, external multiyear budget (MYB) report, and Public Health Emergency Countermeasure Enterprise (PHEMCE) annual review portfolio detailing current and projected future stockpile holdings and associated cost.

***Selected Value-Added Highlights and Accomplishments:***

* Oversaw transition of DSNS from the Centers of Disease Control and Prevention (CDC) to the Assistant Secretary for Preparedness and Response (ASPR) in October of 2018. This involved collaboration and communication with senior leadership, team leads, and interagency partners. Integrated human capital, assets, and Information Technology (IT) systems for smooth transition and assimilation of CDC policies and procedures into ASPR infrastructure.
* Produced most accurate year-out projection to date for FY17 and FY18, with $575M and $620M in appropriations respectively, accounted for to the dollar, including complete line-item detail on every product purchased, enabling the mitigation of large carryover amount and $50M Relenza 2017 purchase.
* Held primary responsibility for Office of the Director 2016 Spend Plan tracking and formulation, including spend plans for the Office of the Director, Science, Community Resilience Activities (CRA), and Global Health Security (GHS).
* Managed Logistics branch spend plan execution consisting of more than $400M in appropriations, maintaining budgetary information, trend analysis, and internal process controls ensuring adherence to established policies.
* Contributed to successful completion of DSNS annual budget projection cycles in 2015 by updating State Implementation Plan (SIP) to apply corrective actions, and creating 3 forecasting scenarios for product procurement portions of the Multi Year Budget (MYB).
* Designed the Ebola data request form to collect data on Ebola treatment centers readiness and revamped the Financial Dashboard for a more dynamic, automated, and accessible tool.

**BUSINESS ANALYST & OPERATIONS PLANNING 01/2012 to 02/2015**

**Lockheed Martin Information Systems & Global Services (ISGS)**

**Division of Strategic National Stockpile (DSNS) Salary: $XXX,000 USD Per Year**

**Street Address Supervisor: Name Here**

**Atlanta, GA Zipcode Telephone: XXX-XXX-XXXX**

**Hours/week: 40+ OK to Contact: Yes**

**ANALYSIS AND DEVELOPMENT OF PLANS OF ACTION**: Evaluated Division of Strategic National Stockpile (DSNS) operational capabilities and assets for response to biological attack and developed potential courses of action. Coordinated with Division’s Logistics and partners to meet potential campaign goals. Presented findings and recommendations to DSNS senior leadership in preparation for briefing of the Centers for Disease Control and Prevention, and Health and Human Services Leadership.

**PLANNING AND ESTABLISHING COST-EFFECTIVE PROGRAM**: Briefed DSNS Senior leadership of cost, program logistics, and alternative recommendations based on research and program analysis findings. Presented a developed plan of action for the delivery of medical counter measures for potential mass prophylaxis campaign across multiple metropolitan statistical areas.

***Selected Value-Added Highlights and Accomplishments:***

* Responded to White House Executive Order 13527, “ESTABLISHING FEDERAL CAPABILITY FOR THE TIMELY PROVISION OF MEDICAL COUNTERMEASURES FOLLOWING A BIOLOGICAL ATTACK” by conducting research and program analysis of operational capabilities and assets for responding to an aerosolized anthrax attack. Developed plans for potential courses of action in coordination with logistics partners to overcome program shortfalls and meet goals for potential prophylaxis campaign. Provided recommendations to DSNS senior leadership, including cost input and analysis of alternative solutions for reducing response times.

**BUSINESS ANALYST: CHEMPACK PROGRAM 05/2009 to 12/2012**

**Lockheed Martin Information Systems & Global Services (ISGS)**

**Division of Strategic National Stockpile (DSNS) Salary: $XXX,000 USD Per Year**

**Street Address Supervisor: Name Here**

**Atlanta, GA Zipcode Telephone: XXX-XXX-XXXX**

**Hours/week: 40+ OK to Contact: Yes**

**SHORT AND LONG-TERM PROGRAM DEVELOPMENT**: Analyzed program-wide systems, and policies, to establish short and long-term forecasts and management plans for $189M in pharmaceutical inventory distributed across approximately 2K containers at 1,389 locations. Took into account implementing best practices, improving project standards, procedural and quality objectives, and metrices for assessing productivity and accuracy. Developed an Excel based tool kit to analyze fielded inventory, allowing for greater accuracy and speed of data queries.

**OPERATIONAL BUDGET CONTROL**: Established and managed a metric collection program to collect and analyze division data from Oracle based financial and inventory management system, and program documentation. Reviewed annual operations budget, identified gaps in planning and implementations, developed predictive improvement models, and tracked relevant program metrics.

**HUMAN CAPITAL MANAGMENT**: Recognized as site Team Lead conducting appraisals, employee coaching and mentoring, and career development opportunities for 10-person team within Centers for Disease Control (CDC) facility. Guided team to greater performance across all metrics.

***Selected Value-Added Highlights and Accomplishments:***

* Guided creation of CHEMPACK SharePoint site from conception to launch, resulting in collaborative support across project areas regarding technical assistance, preparation consultation, and emergency response in the event of accidental or international nerve agent event(s).
* Established and coordinated comprehensive marketing plan for CHEMPACK program via SharePoint site. Plan utilized a quarterly newsletter and ListServe enabling project areas to remain informed, up to date, and engaged in program performance and services.
* Reviewed FY 2009 budget, comparing projected vs actual budget, to identify gaps in planning and implementations and developed predictive model to improve future budget projections.

**SENIOR FIELD ENGINEER: CHEMPACK PROGRAM 10/2008 to 05/2009**

**Lockheed Martin Information Systems & Global Services (ISGS)**

**Division of Strategic National Stockpile (DSNS) Salary: $XXX,000 USD Per Year**

**Street Address Supervisor: Name Here**

**Atlanta, GA Zipcode Telephone: XXX-XXX-XXXX**

**Hours/week: 40+ OK to Contact: Yes**

**DEVELOPMENT OF SUPPORT PLANS**: Evaluated existing support systems for CHEMPACK program and established sustainable plans involving Quality Assurance and Quality Control (QA/QC), inventory control, and emergency action procedures ensuring state agencies maintained inventories of supplies, equipment, and medical supplies for immediate use in the case of a chemical event.

**DIRECTION OF COMMUNICATIONS POLICIES**: Established strong and collaborative relationships between state officials and key agency representatives in developing streamlined and effective communications procedures to improve and support emergency response coordination.

**EVALUATION AND ANALYSIS OF ORGANIZATIONAL PROGRAM**: Maintained facility regulatory compliance following Current Good Manufacturing Regulations (CGMP) in the maintenance and storage of stockpiles. Strong partnership and collaboration with state officials and key contracts enabled regular successful review and analysis of emergency preparedness response program and supply.

**OVERSIGHT AND LEADERSHIP OF PROGRAM**: Directed and oversaw the fielding of medical materials and equipment augmenting emergency program preparedness in the event of a nerve agent release. Program and preparedness efforts also involved establishing strong working relationships with state officials and key contacts in order to promote effective emergency response coordination between agencies and departments.

**SENIOR FACILITY ENGINEER 01/2007 to 08/2008**

**Lockheed Martin: Mission Systems & Sensors Salary: $XXX,000 USD Per Year**

**Street Address Supervisor: Name Here**

**Eagan, MN Zipcode Telephone: XXX- XXX - XXXX**

**Hours/week: 40+ OK to Contact: Yes**

**AGENCY-WIDE PROGRAM ANALYSIS AND MANAGEMENT**: Evaluated and headed space and operations planning for 612K square foot warehouse building accommodating 1,300 employees. Brought together and established foundational cross-functional relationships with multiple departments for proactive space planning services adapted to meet evolving business needs. Successful oversight, utilizing Six-Sigma methodologies, resulted operational costs savings of $100K and labor cost reductions of 29% within one year.

**PLANNING AND PROGRAM IMPLEMENTATIONS**: Developed and led onsite implementations of Facilities Management (FM) planning software and DataStream71 digital maintenance management software. Facilitated effective channels of communication and collaboration between departments by acting as Subject Matter Expert (SME) and site administrator for both applications. Successful implementations and continued maintenance contributed to increases in productivity and streamlined management processes.

**OVERSIGHT AND DIRECTION OF COMPLEX FACILITIES PROJECTS**: Coordinated on/offsite warehouse operations and facilities management implementing Six-Sigma methodologies to reduce staff labor costs by 29%, increase productivity, and manage daily priorities with greater efficiency. Oversight involved determining stock levels and reorder frequencies of all facility and janitorial supplies, as well as project leadership, and human capital oversight and direction.

***Selected Value-Added Highlights and Accomplishments:***

* Coordinated and led operational study, reducing yearly warehouse operating costs $50K, by defining activities, tracing expenses, defining non-value, updating process maps, and creating comprehensive action plans to eliminate non-value and improve operational processes.
* Directed and orchestrated 3 extensive facility renovation projects with combined budgets of approximately $250K. Established scope of work, coordinated acquisitions, sent project to bid, and secured executive buy in. Held primary oversight of timelines, budgets, engineering, and construction enabling successful completion of construction within stipulated timeframes and budget.

**SUPPLY CHAIN SUPERVISOR 05/2005 to 01/2007**

**Ingersoll Rand: Climate Control Technologies Salary: $XXX,000 USD Per Year**

**Street Address Supervisor: Name Here**

**Bloomington, MN Zipcode Telephone: XXX- XXX - XXXX**

**Hours/week: 40+ OK to Contact: Yes**

**SUPERVISORY AND MANAGERIAL AUTHORITY**: Led union warehouse staff of 17 in daily operations related to stocking, pick to pack, and shipping for a daily shipping volume of 30K units. Included implementing and maintaining Six-Sigma based policies and procedures within the workplace resulting in 0 reportable or lost time injuries between 2006 and 2007.

**ESTABLISHING ORGANIZATIONAL PROGRAMS**: Controlled inventory logistics for 300 Abercrombie Adult, 250 Hollister, and 150 Abercrombie Kid’s stores nationwide as part of a 3-person team reporting to Vice President of Allocation. Guided programmatic direction using cost benefit analyses to develop pricing strategy, warehousing, inventory turn times, and volume within an Oracle based automated inventory control system.

**SETTING AND ADJUSTING SHORT- AND LONG-TERM PRIORITIES**: Prioritized warehouse workloads for short/long-term planning, including logistics for weekly and seasonal floor set lists, inventory control, and human capital based on projections, as well as preparing semi-annual physical inventory audits.

***Selected Value-Added Highlights and Accomplishments:***

* Reduced shipping errors by 26% and facilitated a 3-yr cost savings of $222K, spearheading cross-functional Six-Sigma team agency-wide research study. Collaborated across departments, including Customer Service, Sourcing, Information Technology (IT) and Operations to identify areas for improvement and institute quality control measures, and reduce the rate of defective unit shipments. Tools used included, histogram charts, paretto charts, correlation coefficient, process flow charts, Failure Mode and Effects Analysis (FEMA), and Defects Per Million Opportunities (DPMO).

**EDUCATION**

Type and year of degree received: Bachelor of Science in Business Administration (BSBA), 1999

Major field of study: Production & Operations Management

College: Ohio State University

**OTHER QUALIFICATIONS**

**Career Related Training:**

Lean Six-Sigma Green Belt Training and Certification

Budget Analysis Workshop, CDC/ATSDR, 12/2018

[Making Sense of CDC’s Budget Formulation Process: The Roles of CDC and Congress](javascript:void('titleLink')), 12/2018

Federal Appropriations Law, CDC Office of Financial Resources, 12/2017

Contract Severability, HHS Learning Portal, 09/2017

Contracting Office Representative training, Management Concepts, 04/2016

Contracting Type, Roles and Responsibilities, CDC Office of Financial Resources, 02/2016

Oracle Discoverer Plus (Web Version), Division of Strategic National Stockpile Systems training team, 01/2011

Introduction to Oracle Stockpile Resource Planning system, Division of Strategic National Stockpile Systems training team, 05/2010

Microsoft Excel Advanced Users, Hodges Consulting Group, 09/2011

Microsoft Excel Data Manipulation, Hodges Consulting Group, 06/2010

**Job-related Honors, Awards, Special Accomplishments:**

Office of Public Health Preparedness and Response (OPHPR), Excellence in Finance, 01/2014

Office of Public Health Preparedness and Response (OPHPR), Excellence in Quantitative Sciences, 01/2014

Office of Public Health Preparedness and Response (OPHPR), Excellence in Improving Work Products, 01/2011

**Computer Skills:**

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| **Microsoft Excel** | **Financial Reporting Dashboard** | **ICE System** |
| **IRIS Financial System** | **A&A Module** | **Late Waiver** |
| **Share Point** | **DataStream 71** | **Oracle** |
| **ListServe** | **Facilities Management** | **Email** |