

Jane Doe
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U.S. Citizen

(has/has not obtained Security Clearance: Secret)

Position Applying For/Solicitation Number: Transition Advisor (GS-13) 72D-0T1-20-0000XX

EMPLOYMENT HISTORY

Senior Program Manager, 02/18 – Present.

Aid Organization International, Tunisia, 40hrs/week

Supervisor: Jennifer Johnson, jjohnson@org.org, may not be contacted

- Deputy-level field management of organization's Libya programming portfolios and building and maintaining relationships with USG agencies, international and national NGOs, local government officials, the United Nations, and program beneficiaries.
- Program strategy development in collaboration with other USG agencies based on political analysis and USG policy.
- Supervised 25 staff in activity conceptualization, implementation, monitoring and evaluation processes, and field communications.
- Provided on going analysis and reporting on relevant political and security developments in the region.
- Assisted in the design and facilitation of program strategic reviews, and evaluation and learning sessions.
- Worked with staff in the design and implementation of monitoring and evaluation processes and reporting. Ensured lessons learned were captured and absorbed so as to impact activity realignment as needed to achieve program goal.
- Acting Chief of Party as needed.

Program Manager /Civic Education Grants and Contracts Manager, 06/16 - 01/18

Development Organization International, Myanmar, 40 hours/week

Supervisor: Sally Smith, ssmith@org.org, may be contacted.

- Designed and supervised a portfolio of small grants on civic education
- Supervised organizations central and field staff (total 20).
- Designed and supervised nation-wide theater campaigns and youth targeted activities.
- Advised electoral bodies on gender inclusive programming and approaches.
- Provided ongoing reporting and briefings to stakeholders including other NGOs, USG agencies, and the United Nations.
- Provided ongoing analysis to headquarters on political and security developments.

Program Officer 05/13 - 06/16

XYZ International, Washington, D.C. 40 hours/week

Supervisor: Bill Williams, 555-555-5555, bwilliams@org.org, may be contacted

- Primary contact for organization's collaborative relief effort in South Sudan.
- Liaised with finance, human resources, and marketing departments at headquarters office to ensure high level support of and communication about South Sudan programs.
- Supervised 8 project assistants.
- Monitored field operations for compliance to grant standards.
- Represented XYZ International in meetings with NGOs and donors. Assisted the development of standard operating policies and procedures.
- Provided coverage for DC-based and field based staff as necessary
 - Led the Zimbabwe program's country exit and property disposition process. (January 20 - February 15, 2014)
 - Served as Logistics coordinator and note taker for the Mali program review (August 20 - 25, 2014)

Field Officer 01/10 - 04/13

Together Organization, Somalia 40 hours/week

Supervisor: John Smith, 555-555-5555, jsmith@org.org, may be contacted

- Directed the financial and programmatic implementation of two food security programs valued at \$10 million.
- Supervised 3 grants team leaders who each supervised 3-5 grants staff.
- Oversaw agriculture, health, nutrition, disaster preparedness, and education activities for the high profile food security portfolio.
- Served as a core member of the Food Security Working Group, facilitating collaboration between U.S. government and international non-governmental organization programs.
- Participated in strategic planning in country, ensuring consideration of humanitarian assistance and vulnerable groups.
- Managed security information and systems for the Horn of Africa program.
- Monitored situation in additional Horn of Africa countries.

Administrative Program Assistant, 01/09- 01/10

XYZ International, Washington, DC 40 hours/week

Supervisor: Jane Smith, 555-555-5555, jsmith@org.org, may be contacted

- Reviewed, moved, and tracked all hiring memos for proper agency formatting.
- Acting Deputy Team Leader, HR/Admin Team within department. Provided day to day support for Team Lead, HR/Admin including scheduling; signature requests/clearances, records management, meeting attendance.
- Compiled weekly notes from team meetings, obtained clearances and disseminated office-wide.
- Provided knowledge management support such as tracking documents, lessons learned, best practices across programs and/or operations as required. Assisted teams in the creation and/or maintenance of information products in support of programs.
- Backstopped other Admin and Program Assistants on other teams when required.

Office Manager, 06/07 - 01/09

Together Organization, Washington, DC 20 hours/week

Supervisor: Sally Jones, 555-555-5555, sjones@org.org, may be contacted

- Managed all aspects of office reception including greeting guests, answering phones, and

receiving packages/mail.

- Maintained office supplies.
- Served as escort of new staff to the main USAID building.
- Booked and coordinated conference rooms in both office buildings.
- Maintained Operating Procedures and office specific forms.
- Records management: assisted staff with records dispositions
- Assisted with training and orienting new employees on all policies and procedures.

U.S. Peace Corps Volunteer 06/06 - 06/07

U.S. Peace Corps, Mali 40 hours/week

Supervisor: Jane Doe, 555-555-5555, jadoe@org.org, may be contacted

- Conducted a participatory needs analysis through a combination of community meetings, individual interviews, and household baseline surveys; determined village priorities and collaboratively developed a two-year action plan.
- Facilitated the permanent establishment of a community-wide taxation and micro-lending program, which successfully generated approximately \$3,240 and provided sustainable funding for grassroots development projects and local income generating activities.
- Developed and implemented a health education and sanitation school curriculum for approximately 50 first graders in a community village over a two month period.
- Coordinated the construction of a vaccination center at the local health center; ensured sustainability by randomly supervising locally organized vaccinations and nutrition presentations.

EDUCATION

Master of Arts, International Development, American University, degree completed 2006

Bachelor of Arts, Political Science, University of Massachusetts, degree completed 2001

TRAINING

Countering Violent Extremism; Understanding the Drivers, ThinkTankABC - 09/19

Monitoring and Evaluation; New Approaches to Inclusive Learning, Development Capacity - 08/18

Conflict Prevention, ThinkTankABC – 09/2017

Grants Management Certification Course, Development Capacity – 07/2015

Project Design and Management, Development Capacity – 06/2014

SKILLS Computer PC and Mac operating systems; MS Word, Excel, PowerPoint, Outlook, Access, Publisher; SharePoint; SPSS.

LANGUAGES:

Fluent in English and French (speaking/writing/reading), Proficient in Spanish (speaking)