**PROFESSIONAL EXPERIENCE**
**MANAGEMENT ANALYST, 11/2010 - PRESENT**

**RESPONSIBILITIES**

* Assist in gathering analyzing mission requirements across the organization
* Responsible to document and validate risks mitigation plans for proposed joint projects
* Evaluate business requirements
* Recommend potential solutions to meet business objectives
* Assist in the development of alternative analyses, reports, white papers, briefs presentations regarding projects
* Track action items produced during meetings

**SKILLS AND QUALIFICATIONS**

* Three years of working experience as Management Analyst
* Use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
* Talk to others to convey information effectively
* Consider the relative costs and benefits of potential actions to choose the most appropriate one
* Identify complex problems and review related information to develop and evaluate options and implement solutions
* Manage own time and the time of others
* Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, organization rules, and the democratic political process
* Ability to listen to and understand information and ideas presented through spoken words and sentences