

Sherice J Nelson

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Profile Statement

Results-driven, goal oriented project manager with over 4 years' experience providing diverse operations assistance, strategic planning, and budgetary assistance in evolving environments. Quantitative and Qualitative Researcher with over 6 years experience successfully completing research and analyzing policy in the academic arena. Possess the ability to critically think and problem solve efficiently and effectively.

Summary of Qualifications

Project Management	Records Management
Project Analysis	Report Generation
Client Relations	Strategic Planning
Quantitative and Qualitative Research	Policy Analysis
Leadership	Budgeting

Accomplishments

Project Management

- Member of a hiring team and selected over 40 employees in a month time span
- Provided cost savings to the organization by reducing transportation cost

Quantitative and Qualitative Research

- Presented a thesis proposal entitled, "Recidivism: Black Juvenile Males in Washington"
- Writing a dissertation entitled, "Leadership and Decision Making: Madeleine Albright and Hillary Clinton"

Policy Analysis

- Evaluated over 100 pieces of federal legislation
 - o Patient Protection and Affordable Care Act 2010
 - o Credit Card Accountability Responsibility and Disclosure Act of 2009
 - o Balanced Budget and Emergency Deficit Control Act 1985

Strategic Planning

- Evaluated several Strategic Plans
 - o 2003-2007 African Development Bank Group
 - o 2008-2014 Prude University

Budgets

- Analyzed Congressional budgets
 - o October 2010-September 2011
 - o October 2011-September 2012

Education

Doctorate of Philosophy: Howard University - Political Science
Washington, DC

February 2015

Specialization: International Relations, Black Politics, and American Government

Master Public Administration: University of the District of Columbia
Washington, DC

2010

Specialization: Public Management

Bachelor of Arts: Stillman College - History & English
Tuscaloosa, AL

2008

Experience

United States Government Accountability Office Washington, DC

10/2014-Present

Analyst

- Identify feasible work management approaches that address required activities and timelines
- Identify techniques, tools, and processes that are methodologically sound and targeted to specific objectives
- Collect relevant information that coincide with engagement objectives
- Conduct analyses that yield quality information aligned with Generally Accepted Government Auditing Standards (GAGAS)
- Submit quality written work that meets evidence standards, and is appropriately targeted to the audience
- Communicate accurate information during formal and informal presentations, meetings, and interviews
- Partner and collaborate with others to address issues as well as solve problems and follow up with partners to ensure needs are met
- Contribute to team efforts through participation in activities and meetings while, soliciting and listening to others' opinions, and working collaboratively to accomplish team goals

Vecna Cambridge, MA

Veteran Administration- Veterans Point of Service

07/2014-10/2014

Project Manager

- Led and managed deployment teams onsite in various Veteran Hospitals around the country
- Communicated team schedule, tasks, and expectations to team members
- Coordinated and supervised all tasks and deliverables
- Chief point of contact to all assigned sites and to the Chief Business Office within the Veterans Administration
- Submitted weekly written reports on VISN and site readiness and progress
- Established training schedules and encouraged VA employees to attend webinars and trainings
- Resolved personnel, VISN, and site issues and escalated particular issues when appropriate
- Ensured client satisfaction and completing the project on time

Howard University

Washington DC

Teaching Assistant

08/2011-05/2013

- Structured the syllabus and grade scale to get best performance from students
- Identified grading scale errors and provided solutions that would correct the evaluation of students
- Prepared and proctored examinations
- Returned assignments to students in accordance with established deadlines
- Students improved their ability to establish and support an argument in writing

Research Assistant

01/2012 – 05/2012

- Used THOMAS cataloging system at the Library of Congress to locate historical documents, newspaper periodicals, and biographical information
- Organized and cataloged information received
- Apprised the professor in writing about the items located
- This research effort resulted in primary sources for a biography of Maurice Bishop and provided structure for a chapter outline

Envision EMI Vienna, VA

Project Coordinator for Scholar Relations

07/2012

- Managed a team of six which included a Registered Nurse
- Responsible for the attendance and security of scholars
- Parent liaison that discussed medical needs, separation anxiety, and injuries
- Consulted Registered Nurses and documented medicinal needs, behavioral circumstances, and suggested treatment
- Coached scholars through difficulties they experienced assimilating in the program
- My efforts resulted in a smooth transition for newly hired Project Coordinator

Project Coordinator of Operations

04/2012-07/2012

- Responsible for planning and executing multiple sessions of a global youth conference with an estimated program budget of \$1.4M
- Developed project plans, hired and trained a project team, assigned tasks and managed deliverables to timely completion
- Managed the logistics and day-to-day activity of 22 staff members with overall responsibility for 300+ scholars per session
- Responsible for status reporting, vendor management, payroll, parent interaction and resolving conflicts
- Successfully managed the company's largest summer intake program

Internships

TCS Translations Mc Lean, VA

Intern

12/2010 – 04/2011

- Thoroughly read, wrote, and analyzed Government's Request for Proposals
- Placed linguists within the federal government domestically and internationally on the continent of Africa and the Middle East
- Established an office procedural manual for placing linguists applicable with federal regulations
- Created a matrix to track qualified linguists and their placement with the federal client
- Results yielded 60% of linguists placed within the federal government

University of the District of Columbia Washington, DC

Graduate Assistant

08/2010 – 12/2010

- Provided executive level administrative support to the Dean of Graduate Research and Graduate Studies
- Coordinated projects and events exercising ability to improvise, improve procedures, and meet demanding deadlines
- Performed as a liaison with 11 UDC alliance schools
- Results of my efforts helped establish a Masters of Science program at the University

Computer Skills

Windows 2010; Microsoft Word, Excel, PowerPoint, Access, Publisher; Adobe Illustrator; Adobe Photoshop; Outlook Express; scanning technology; HTML; advanced Internet research