**John Doe**

1616 Anon Street, Baltimore, MD 21211 United States

**Phone**: (xxx)xxx-xxxx **Email**: john.doe@gmail.com

**Summary:**

A Doctor of Public Administration and Returned Peace Corps Volunteer with 10+ years of public service, both international and domestic. Experienced researcher, evaluator, and administrator able to perform duties in English and Spanish. Passionate about international policy and human rights.

**Country of Citizenship:** United States of America

**Veterans’ Preference:** No

**Highest Grade:**  PE-09-00 (1/20/19-present); GS-13-2 (12/10/2017-1/19/19)

**Availability: Job type:** Permanent

 **Work schedule:** Full-time

**Desired locations:** United States—Washington, District of Columbia

**Education:**

**Doctor of Public Administration**, **Global Affairs and Human Security**

University of Baltimore, Baltimore, MD, United States **Graduation** 12/2020

Dissertation:*Fuzzy Set Qualitative Comparative Analysis of Civil Service Reform in Latin America 2004-2013 Through a Development Lens*

GPA: 3.95 out of a maximum 4.0

**Master of Public Health, Global Health**

Boston University, Boston, MA, United States **Graduation** 05/2015

GPA: 3.78 of a maximum 4.0

**Bachelor of Arts, International Studies and Spanish,** minors **Political Science and History**

Norwich University, Northfield, VT United States **Graduation** 05/2010

GPA: 3.73 of a maximum 4.0

**Professional Experience:**

**Analyst Series:** 0347 **Pay Plan:** PE **Grade:** 09-00

**1/20/2019–Present**

Government Accountability Office

441 G St NW, Washington D.C. 20226, United States

Hours per week: 40

Salary:102,235 USD per year

Supervisor(s): Marcus OsbornePhone: (xxx)xxx xxxx **Email**: marcus.osborne@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Conduct research, evaluations and performance audits international and domestic policy and programs for the public and Congresspeople using a variety of data collection tools and methods of analysis. Evaluate policy and budgetary evidence against statutes, interpret complex regulations, and use criteria and other leading practices to make recommendations for solving technical and management issues.
* Individually and as part of team, develop and implement project plans, analysis plans, evidence gathering, and analysis of data. Identify risks and problems, devise methods and procedures to solve the problems, and make recommendations on short- and long-term policy and program plans, goals, and objectives to senior officials in a variety of federal agencies that will result in changes.
* Lead interviews and focus groups of federal agency officials, program officials, and program recipients and other stakeholders to gather evidence, conduct inspections, and present findings, conclusions, and present recommendations.
* Negotiate consensus and facilitate agreement on policy recommendations among senior officials and Congresspeople on international and domestic policy and program issues based on qualitative and quantitative analysis findings and in consultation with team of analysts and subject matter experts.
* Analyze qualitative and quantitative data using a variety of methodologies to prepare a variety of written documents, such as records of summary, analysis, talking points, Congressional briefings and testimonies, and public reports based on a large volume of collected, organized, and analyzed documentary, testimonial, and observational evidence.
* Liaise and facilitate presentations and briefings with Congresspeople, Congressional staff, federal agencies, and other external stakeholders about administrative, policy, and programmatic matters such as procedures, policies, experiences, documentation, and other data.

**Health Insurance Specialist Series:** 0107 **Pay Plan**: GS **Highest** **Grade:** 13-2

**06/14/2015–1/19/2019**

Centers for Medicare & Medicaid Services (CMS)

Center for Medicare and Medicaid Innovation (CMMI)

7500 Security Boulevard, Baltimore, MD 21244, United States

Hours per week: 40

Salary: 100,203.00 USD Per Year

Supervisor(s): Alex BelforthPhone: (xxx)xxx xxxxEmail: alex.belforth@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Oversaw and directed an eight-person team that planned, formulated, and implemented the policy of a $178 million program to promote the health of children that aligns with international policy standards.
* Identified risks and problems, devise options for resolution, and consult with senior officials to implement solutions. Made recommendations to senior officials related to short- and long-term policy and program plans, goals, and objectives that resulted in changes to children’s health programs.
* Provided technical assistance to federal, state, and other public health entities on international and domestic governance issues that impact children’s health and well-being.
* Formed working groups of federal staff from 11 different agencies working on child health to negotiate and form consensus on policy. Liaised with and presented to a variety of internal and external stakeholders to develop policy and implement the program in anticipation of future issues. Facilitate compromise among disagreeing parties and provide direction and guidance to team and stakeholders.
* Served as Contracting Officer’s Representative (COR) Level III for monitoring contract ($15 million over seven years) and technical advisor for evaluation contract ($25 million over seven years). Developed and supervised development performance work statement, request for proposals. Also served as COR for $9 million research and development contract used by teams across the Center for Innovation.
* Managed contractors, including conducting budgetary analysis of expenditure rates for contract tasks. Led the development of a multi-million-dollar data system designed to collect social determinants of health in clinical settings. Development requirements and broker compromise and consensus on team for policy decisions.
* Analyzed health programs about social determinants of health to develop policies and procedures to for the population health program Accountable Health Communities in order to further the agency’s goals and objectives to reduce the cost of care and improve care quality. Analyzed grantee performance data from similar population health programs to inform program policy.
* Provided guidance to external stakeholders, including foreign country health systems, domestic nonprofits, and federal agencies, on the agency’s portfolio of public health programs intended to improve quality of care and lower costs of care.

**Graduate Research Assistant**

University of Baltimore

School of Public and International Affairs

1420 N Charles St, Baltimore, MD 21201, United States

7/1/2017–06/30/2018

Hours per week: 8–15

Salary: 15.00 USD Per Hour

Supervisor(s): Jennica LawrencePhone: (xxx)xxx xxxxEmail: jennica.lawrence@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Conducted research and analysis on human rights issues related to the migration of children in Central America to the U.S. using NVivo; including analysis of the potential impact of children’s trauma, living, education, and working experiences at home on their physical and mental health.
* Prepared a report published with Lutheran Immigration and Refugee Services.
* Prepared a manuscript for publication in a peer-reviewed journal and a report for Lutheran Immigration and Refugee Services.

**Jump Rope Clinic & Special Projects Coordinator**

Boston Medical Center (BMC)

Pediatric Ambulatory Care

840 Harrison Ave, Boston, MA 02118, United States

09/8/2014–05/1/2015

Hours per week: 15

Salary: 18.00 USD Per Hour

Supervisor(s): Elise TokenPhone: (xxx)xxx xxxxEmail: elise.token@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Managed the Jump Rope Clinic, a public health program at Boston Medical Center for children and youth that aims to address childhood obesity in collaboration with the Manager of the bWell Center and pediatricians. Identified the need to streamline program processes for efficiency and program effectiveness proposed solutions to management and led implementation of efforts to improve patient and family experience in the program and reporting of data.
* Analyzed health programs that aim to reduce incidence of childhood obesity in order to provide guidance to hospital management on Jump Rope Clinic Policies.
* Collect, organize, analyze data on program participant progress; prepare reports on findings for management and make recommendations for program improvement. Used a variety of functions in Excel to manage and analyze data, including but not limited to using formulas, writing macros, creating form controls and pivot tables, and customized graphs and tables.
* Supervised the bWell Center volunteers to plan and organize the Jump Role Clinic’s functions, including measuring patient height and weight and teaching patients to jump rope. Conducted follow-up patient families and strategized ways for children to become more involved with parents.

**Sexual and Reproductive Health Researcher**

Department of Health and Environment (Secretaría de Salud y Ambiente)

Bucaramanga City Hall (Alcaldía de Bucaramanga) Carrera 11 #34-52, Bucaramanga, Santander, Colombia

06/2/2014–08/29/2014

Hours per week: 40

Salary: 0.00 USD Per Hour

Supervisor(s): Claudia AlvarezPhone: +xx (xxx)xxx xxxxEmail: Claudia.alvarez@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Planned, developed, and managed a study of adolescent sexual health and pregnancy risk in Bucaramanga, Colombia at the request of the city Secretary of Health. Analyzed global health programs and policies on pregnancy prevention and sexual education to develop the data collection instrument. Developed protocols for data collection, the data collection instrument (a cross sectional survey).
* Collected 499 surveys representative of 102 city neighborhoods. Created a database and managed the data; analyzed the quantitative data using R and produced a report with the findings.
* Provided guidance to the city’s political leadership on the reform of citywide sexual education policy.

**Teaching English for Livelihoods Volunteer**

United States Peace Corps/Peace Corps Colombia

Calle 77b #57-141, Barranquilla, Atlántico, Colombia

10/11/2011–11/15/2013

Hours per week: 40

Salary: 450.00 USD Per Month

Supervisor(s): Jason Smith Phone: (xxx)xxx xxxx Email: jason.smith@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Advised Barranquillan school officials on bilingual governance in education, including the promotion of bilingualism and incorporation of health issues in public school curricula.
* Managed HIV/AIDS awareness training program for public school teachers and community leaders. Analyzed HIV/AIDS awareness and education programs of international scope to develop training curriculum.
* Provided guidance to community stakeholders on international policy and best practices on planning, developing, and implementing HIV/AIDS education and sexual education programs at their schools. Prepared talking points and background materials for community officials on HIV/AIDS education programs.
* Led the development and administration of weeklong day camps for young girls centered around public health topics such as sexual education and personal hygiene.
* Trained Colombian public-school teachers to teach content classes in English. Facilitated weekly workshops for teachers on subjects ranging from English grammar, conversation skills, and history. Represented my Colombian school and the Peace Corps at numerous forums and speaking events.
* Prepared and managed grant application for USAID Small Projects Assistance grant in collaboration with my co-teacher to implement, monitor and evaluate a Content Based Instruction English-as-a-second-language (ESL) project.

**English Teacher**

Daeso Middle School, Daeso-myeon, Chungcheongbuk-do, South Korea

EPIK Headqaurters Office # 802, Jeongjail-ro, Bundang-gu, Gyeonggi-do, 13557, Republic of Korea

08/23/2010-08/19/2011

Hours per week: 40

Salary: 2,000.00 USD Per Month

Supervisor(s): Mary Hathaway Phone: +xx x-xxx-xxxx Email: mary.hathaway@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Taught 300+ low-income public middle school students weekly in English grammar, conversation, and reading comprehension. Developed weekly lesson plans based on English as a Second Language best practices. Researched and invented new activities for kinesthetic learners.
* Coached the after school English conversation club and directed an English language drama play for a region-wide competition. Evaluated the students’ abilities through oral and written testing techniques, which I refined through student surveys and systematic revision.
* Conducted research on international education policy issues relevant to Asia, in particular Korea in the lesser developed, rural parts of the country. Produced reports on relevant findings to school officials to make recommendations on school’s policy and curricula.
* Communicated orally and in writing with teachers, education officials, and community representatives to establish and maintain working relationships.

**AmeriCorps S.E.R.V.E Volunteer**

Norwich University (Center for Civic Engagement)

158 Harmon Drive, Northfield, VT 05663 United States

09/3/2009-05/7/2010

Hours Per Week: 15

Salary: 0.00 USD Per Hour

Supervisor(s): Nicole Dartmouth Phone: (xxx)xxx xxxx Email: Nicole.dartmouth@gmail.com

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**Duties, Accomplishments, and Related Skills:**

* Advised community leaders on hunger issues to create health programs to address these issues. Led the implementation of weekly community dinners. Coordinated volunteers and food purchasing for dinners weekly. Led monthly trips to the Vermont Food Bank to sort and package food for distribution to state food pantries.
* Led Alternative Spring Break trip to Heifer International’s farm in Rutland, MA for 13 university volunteers. Coordinated trip applications, recruited, interviewed, and selected volunteers, and trained the team for the trip. Learned about developing innovative health program policies focused on food insecurity internationally and locally. Managed trip financial documents and ensured budget did not exceed its limit.

**Publications:**

Government Accountability Office. Pregnant Women in DOJ Custody: U.S. Marshals Service and Bureau of Prisons Should Better Align Policies with National Guidelines. 2021 Jan. doi: <https://www.gao.gov/assets/gao-21-147.pdf>

Doe, John. ProQuest Dissertations & Theses. Fuzzy Set Qualitative Comparative Analysis of Civil Service Reform in Latin America 2004-2013 Through a Development Lens. 2020 Dec 17. doi: <https://www.etdadmin.com/linkAuth?accountId=2360946&submissionId=790131&timeSent=1622648675&destination=etdlist&checksum=FCF3AD840FD6772EAB9F08B4722EE94BD228E20B24B763B812778D9EC148EAE1>

Government Accountability Office. A Climate Migration Pilot Program Could Enhance the Nation’s Resilience and Reduce Federal Fiscal Exposure. 2020 July. Doi: <https://www.gao.gov/assets/gao-20-488.pdf>

Alley DE, Ashford NC, Doe, J. Payment Innovations to Drive Improvements in Pediatric Care-The Integrated Care for Kids Model. JAMA Pediatr. 2019 Aug 1;173(8):717-718. doi: 10.1001/jamapediatrics.2019.1703. PMID: 31157876.

Edlins, Mariglynn and Larrison, Jennica **and Doe, John. A** Profile of Unaccompanied Children in Maryland and Virginia 2018 Aug 23. Available at SSRN: [https://ssrn.com/abstract=3247921](https://ssrn.com/abstract%3D3247921) or [http://dx.doi.org/10.2139/ssrn.3247921](https://dx.doi.org/10.2139/ssrn.3247921)