

"In the middle of difficulty lies opportunity" - Albert Einstein



 LinkedIn





Presidential Management Fellows Program


I am a passionate, driven professional who enjoys delivering results and helping others, encouraging the people around me while having fun and being creative. Greatly enjoy and exceed at building lasting relationships and networks with kindred professional spirits with a hungry appetite to innovate on old process and strategies and used existing resources to deliver new, more effective results. I have been called ridiculously optimistic which I find to be a very high complement.

Looking for career opportunities to keep on working on topics and issues that I find interesting and fulfilling while helping others and expanding my skill-sets and experiences. Such topics include public service, talent management and human capital, as well as public health and healthcare. Looking to expand and increase my opportunities to lead, supervise and motivate teams to achieve goals and drive results.

Interested in opportunities in where I can continue to work remotely full time as I am part of a foreign service family currently stationed in Rome, Italy until 2027.

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EXPERIENCES

Executive Director- USDA Digital Service U.S. Department of Agriculture - Since December 2022



- Founder and Executive Director for the U.S. Department of Agriculture (USDA) Digital Service (DS) in the Office of the Chief Information Officer (OCIO). In this role, I am responsible for standing up and maintaining the USDA Digital Service, a program designed to cultivate and grow a community of multidisciplinary teams to create human-centered solutions that deliver simple, seamless, and secure technology and customer experiences across USDA. The USDA DS is also responsible for helping to set the strategic direction and priorities for how USDA recruits, hires, and develops our IT workforce across the Department.
- Serves as a member of the Federal Digital Experience Council and Advisory Member of the USDA Chief Information Officer's Council
- Goal lead advisor for Goal 1 of the USDA IT Strategic Plan: Accelerate Digital Transformation
- Successfully secured Direct Hire Authority for term appointment for a broad category of IT Specialists across the Department

Director-Presidential Management Fellows Program



U.S. Office of Personnel Management - Since
September 2017

- Director for the Presidential Management Fellows Program
- Manage day to day operations, lead strategic design and program delivery of government-wide program
- Identify and implement opportunities and strategies for program reform and improvement while maintaining high credibility and legacy of an over 40-year old program
- Direct supervisor for a team of 7
- Implemented new PMF Leadership Development Program, scaled program operations and streamlined application and placement processes all while maintaining 100% cost recovery status

Performance Manager- Office of Performance and Personnel Management



Executive Office of the President, U.S. Office of
Management and Budget - Since May 2015 - Full-time -
Washington - United States - District of Columbia

- Full Time- 40 hrs per week
- Principal Policy Advisor for Federal Hiring policy and initiatives
- Served as a primary Human Capital policy subject matter expert-particular focus on hiring and talent programs across government-Identifying emerging needs and innovative solutions to Federal talent needs and designing recruitment, outreach and education programs to help the Federal Government address complex challenges through strong talent at all levels
- Successfully directed, developed, and coordinated the process of integrating the Administration's personnel reform proposals into the FY17 and FY18 National Defense Authorization Act, many of which were passed in whole or in part in the final bill in 2017 (pending for 2018)
- Successfully researched, prepped, coordinated and implemented execution of the President's Hiring Freeze on January 23, 2017. Drafted and executed publication of 2 OMB policy memorandums implementing the hiring freeze in 8 days.
- Formulated, drafted and managed the editing, approval and publication of OMB-OPM Joint Memorandum, "Institutionalizing Hiring Excellence to Achieve Mission Outcomes" released on November 1, 2016

- Agency lead and Project Manager for Hiring Excellence Campaign as part of the President's Management Agenda- People & Culture Cross-Agency Priority Goal
- Developed and implemented customized strategies for meeting personnel and hiring goals and objectives governmentwide- Analyzed statutory, regulatory and policy provisions to enable successful execution of talent programs and policies across government
- Established and sustained relationships with federal and industry human capital customers and stakeholders to facilitate and drive human capital initiatives across government
- Routinely and independently secured cooperation from federal agencies and outside entities for assistance and collaboration on state-of-the-art analysis on human capital policy issues
- Managed several projects to completion coordinating and leading teams across OMB divisions and other Federal government agencies- designing initiatives and programs that produced tangible improvements in Federal agencies' ability to attract and develop high-caliber talent
- Analyzed and collected data, presented findings, and interpreted complex legislative, regulatory, and policy guidance for use in federal hiring and other human capital policies and programs across government- providing input and information to assist others in responding to Congressional inquiries, White House Correspondence and other high level requests for information.

Deputy Director- Presidential Innovation Fellows Program



U.S. General Services Administration - August 2013 to March 2014 - Washington - United States - District of Columbia

- Full-Time Detail (40 hrs per week) to GSA to be the First Deputy Director of the Presidential Innovation Fellows Program
- Successfully transferred program operations and functions from within the White House Office of Science and Technology Policy to the General Services Administration while leading the recruitment and selection of the program's second class of fellows and graduating the first class of Fellows
- Head of day to day operations of the program including program administration, recruiting, outreach and communication, agency/customer relations, training and education, and more
- Represented Fellows in many capacities to make sure needs of individuals and the program were being met, cultivated and sustained strong relationships with agency sponsors and customers, and advocated for the daily success and both short term and long term institutionalization of the program beyond the Obama Administration
- Led an initiative with GSA HR team to design and implement a successful and expedited recruitment and hiring process to meet the current and future needs of the program
- Monitored the work and delivery of fellowship work, facilitated weekly brainstorming and development sessions with the Fellows and partnered with agencies to develop ideal future projects and products for the program

Program Advisor to the U.S. Chief Technology Officer; Co-Founder of the Presidential Innovation Fellows Program



Executive Office of the President, Office of Science and Technology Policy - June 2012 to September 2013 - Full-time - Washington - United States - District of Columbia

- Co-Founder of the Presidential Innovation Fellows Program, which brings the innovation economy into government by pairing talented, diverse technologists and innovators with top civil-servants and change-makers within the federal government to tackle some of our nation's biggest challenges- www.whitehouse.gov/innovationfellows This was my rotational assignment as a Presidential Management Fellow (full time- 40 hrs per week)
- Developed, and co-led the design and execution of the program including initial project selection with agencies, recruitment and selection process of first class and fellows, and design and delivery of all the administrative, funding, and mission support functions to stand up the program and deliver first class of Fellows through their year-long fellowships
- Built and sustained lasting relationships with agency sponsors who were early adopters and first customers and successfully worked with over 16 different federal agencies to hire and detail fellows to agencies by navigating over a dozen personnel systems and detail contracts in less than a few months
- Led and supported the team of volunteers that helped us stand up and run the program
- Coordinated and executed a 7-city innovation swing tour to spread awareness and build both internal and external sponsors and customers to support the program
- Assisted in drafting the Executive Order signed by the President to formally establish and make the program permanent across government
- Advised and supported several other initiatives including Open Data, Open Government, and the President's Management Agenda

Presidential Management Fellow- Senior Policy Advisor



U.S. Office of Personnel Management - August 2011 to May 2015 - Full-time - Washington - United States - District of Columbia

- Senior Policy Advisor for the Director's Office, Planning and Policy Analysis Division (Full time- 40 hrs per week)
- Advisor for the Performance Improvement Office
- Developed and implemented initiatives under the President's Management Agenda, People and Culture Cross Agency Priority Goal, including coordinating and leading the development and release of UnlockTalent.gov, a valuable data tool for federal agencies and the public for understanding federal employee engagement. Also the project and team lead for the employee engagement sub-goal
- Developed and coordinated policy initiatives and projects related to Open Data and the Federal Employee Health Benefits Program
- Designed, led and implemented OPM's data-driven Performance Review process, called Performance Point
- Fulfilled several different roles on a variety of projects including project manager, facilitator, researcher, team member, motivator and change agent
- Completed wide variety of data analysis and reporting on several human capital areas, including healthcare benefits and other employee data systems, as well as drafting and developing Privacy Impact Assessments and recommendations for several agency projects

- Converted to Competitive Service and Promoted to Senior Policy Advisor after completion of my Presidential Management Fellowship (from August 2011 to August 2013- converted in August 2013)
- Received 3 promotions and several compensation performance awards

Regulatory Coordinator for Infectious Disease Research



**Children's Hospital of Pittsburgh of UPMC -
September 2004 to July 2011 - Pittsburgh - United
States - Pennsylvania**

- Managed regulatory and administrative procedures for multiple research projects concurrently during the 4 years I was in college and during the 3 years I attended law school
- Formulated and finalized all regulatory documentation and Institutional Review Board submissions for over 15 different research studies
- Analyzed data and findings, interpreting complex legislative and regulatory documents to advise provide consultation to the department on privacy and other regulatory matters related to research studies and other relevant public health programs and initiatives
- Created and maintained several databases to monitor and track current and past research studies
- Ensured compliance with all state and federal regulations regarding our research studies
- Developed and enhanced consent forms used for all research studies in the department
- Developed and managed recordkeeping systems and procedures
- Part time during the academic year (10-20 hrs per week) and full time during the summer 40 hrs per week))

Legal Department Intern



**University of Pittsburgh Medical Center - January
2011 to May 2011 - Pittsburgh - United States -
Pennsylvania**

- Internship as a part of the Health Law Practicum program and the University of Pittsburgh School of Law (part time- 10-12 hrs per week)
- Reviewed contracts, monitored and developed casework, and assisted in urgent legal matters

Legal Intern- Privacy and Compliance Department



**Children's National Medical Center - June 2010 to
August 2010 - Internship - Washington - United States -
District of Columbia**

- Paid Legal Intern for the Summer of 2010 after second year of law school (full time- 40 hrs per week)
- Created and enhanced processes and programs to conduct comprehensive audits of access to electronic medical records called the AIM initiative
- Coordinated and facilitated staff meetings to gather evidence for wrongful termination negotiations and consulted on current medical malpractice cases, handling several unique and one-of-a-kind issues where there was little to no precedent in areas of litigation, bioethics, public health, and employment
- Researched and analyzed complicated state and federal regulations on several state Medicaid provider enrollment requirements, hospital malpractice litigation estimates compared to actual case outcomes (saving over a million dollars in insurance negotiation settlements), new public health legislative impact on ERISA plans and District anti-kickback legislation

- Developed a new Business Associate Agreement to comply with new HITECH and HIPAA regulations and reviewed and enhanced existing agreements with current vendors hospital-wide
- Authored and started to implement hospital procedures and policies regarding biotech company interactions and conflicts of interest



Legal Intern

Children's Hospital of Pittsburgh of UPMC - May 2009 to August 2009 - Internship

- Summer Legal Internship after first year of law school- part time (20 hrs per week)
- Authored and reviewed several types of contracts utilized by the legal department
- Supported the administration and implementation of staff training and employee documentation to comply with new HIPAA regulations
- Authored and implemented confidentiality agreements, letters to patients and families regarding HIPAA guidance and memorandum on assorted research topics and issues requested by hospital counsel
- Shadowed and assisted during Department of Public Welfare hearings, counsel settlement negotiations, meetings with outside clients and stakeholders, and many other unique legal matters affecting a pediatric research hospital

EDUCATION

J.D.

UNIVERSITY OF PITTSBURGH SCHOOL OF LAW

September 2008 to May 2011

Received my J.D. from the University of Pittsburgh School of Law- Passed my bar exam in July of 2011 and since then have been an active member and licensed attorney of the Pennsylvania bar

Bachelor of Arts

UNIVERSITY OF PITTSBURGH

September 2004 to May 2008

Double Major in Political Science and Communication, with a minor in Theater Arts

SKILLS

Honors and Awards

- OPM HRS STAR Awards Recipient- 2019
- Outstanding Performance Rating for FY19 and FY20
- Bold Friday Award Recipient- GovExec Festival- October 2016
- OMB Special Achievement Award- July 2016 and 2017
- GSA Director's Award- Excellence in Performance- January 2014
- U.S. Office of Science and Technology Policy Award for Excellence- January 2013
- Several annual performance awards and promotions throughout federal career
- Presidential Management Fellow- Class of 2011

Licensed Project Management Professional (PMP)- October 2016

- Project Management
- Project Development
- Project Coordination
- Team Leadership

- Team Building
- Team Motivation
- Program Management
- Program Facilitation

Federal Government- Policy and Management

- Federal Human Capital Policy
- Federal Hiring Policy and Regulations
- Legislative and Regulatory Affairs
- Culture Change and Change Management
- Talent Management
- Public Policy
- Training
- Leadership Development
- Community Outreach
- Communication Strategies and Techniques
- Federal IT policy
- Interpreting complex technical language in both human capital and technology for bureaucrats and government change agents
- Recruitment
- Event Planning and Coordination
- Producing Events and Program launches
- Federal Healthcare and Benefits policies and regulations
- Federal Management Strategies and Best Practices in both Human Capital and Performance Management

Innovation and Human-Centered Design

- Trained Facilitator using Human-Centered Design from the Luma Institute
- Innovation policy and strategies- entrepreneurship in government, change management, in government technology as well as mission support functions such as human capital and contracting
- Innovative program design and implementation in government across a wide variety of areas through the Presidential Innovation Fellows Program

Communication

- Public Speaking
- Excellent oral and visual presentation skills
- Excellent writing skills- authored several types of papers, reports, memorandum, etc
- detailed-oriented listener
- compassionate and collaborative personality, with an interest of working with and building up others while delivering results

Data Analysis and Technology

- Highly proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Proficient in Legal Research Databases such as Westlaw and Lexis Nexis
- Proficient in Visio
- Highly proficient with several social media platforms such as Facebook, Twitter, LinkedIn, etc- both as communication and recruitment tools
- Data Analysis, Data mining, Data visualization and presentation
- user-testing and user experience

Certified HIPAA Professional since March 2012

- Healthcare Privacy

- Public Health regulations and policy
- Regulatory Affairs and Compliance

Licensed Pennsylvania Attorney since October 2011

- Legal Research and Analysis
- Client consulting
- Legal writing
- Litigation
- Regulation Writing and Analysis
- Public Health Law
- Bioethics
- Policy Analysis

INTERESTS

Professional Interests

- Human Capital and Talent Management
- Organizational Culture Change
- Innovation
- Public Service
- Public Health
- Healthcare
- Education
- Technology and Data

Travel

Personal and Professional Travel across the globe

Arts

- Jim Henson and Muppet Enthusiast
- American Big Band music, along with classic crooners such as Sinatra, Dean Martin, Bing Crosby, etc.
- Singer, alto saxophone player, learning the ukulele