



Jessie Parks

Senior-Level Federal

A seasoned executive leader with over a decade in prominent roles within federal government agencies, including the Department of Homeland Security and FEMA. Known for policy development, strategic decision-making, team leadership, and effective communication dealing with complex regulatory matters. Holds several certifications, including CGFM, CFCM, and CFR, underscoring advanced knowledge and expertise across federal regulations.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, State Abbreviation Zip Code

KEY SKILLS

- Brief writing
- Emergency management
- Leadership
- Policy development
- Strategic planning

PROFESSIONAL EXPERIENCE

March 2019

Senior Policy Analyst | Department of Homeland Security | Washington, D.C

- Designed, developed, and implemented key policy initiatives aligned with the strategic goals of the organization
- Analyzed complex security situations and made strategic-level decisions that safeguarded national interests
- Acted as a senior advisor to high-ranking officials on critical issues related to national security, presenting comprehensive briefs based on clear, concise, and relevant information
- Developed effective partnerships with other federal, state, and local law enforcement agencies

August 2015 - February 2019

Deputy Director | Federal Emergency Management Agency (FEMA) | Washington, D.C.

- Played a pivotal role in shaping FEMA's policies and directives aimed at emergency management and disaster resilience
- Led a team of expert analysts and coordinators; during leadership tenure, the team successfully managed crisis response for over 50 significant national emergencies
- Effectively communicated complicated regulatory matters with stakeholders at all levels, ensuring transparency and upholding the federal rules and regulations
- Participated in national security meetings and briefings

June 2010 - June 2015

Special Agent | Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) | New York, NY

- Investigated criminal misuse of firearms and explosives, firearms trafficking, acts of arson
- Conducted routine bomb threat management training for private and government organizations
- Prepared written reports and thoroughly communicated findings and conclusions to superiors and in courtroom proceedings

EDUCATION

Juris Doctor (JD)

St. John's University, Queens, NY | May 2015

Master of Public Administration (MPA)

City College of New York, New York, NY | May 2013

Bachelor of Political Science

St. John's University, Queens, NY | August 2008

CERTIFICATIONS

- Certified Government Financial Manager (CGFM), Association of Government Accountants (AGA), May 2019
- Certified Federal Contract Manager (CFCM), National Contract Management Association (NCMA), June 2017
- Certified in Federal Regulations (CFR), The Institute of Internal Auditors (IIA), September 2015