

PJ

Paul James

Mid-Level Federal

A highly skilled public safety professional with a Juris Doctor degree from Georgetown Law and a robust background in federal public safety and community well-being. Implements policies across a variety of national agencies, managing staff effectively, and impeccable recordkeeping coupled with strong data analysis skills. A leader in policy analysis, strategic planning, and federal regulations, backed by relevant federal certifications.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, State Abbreviation Zip
Code

KEY SKILLS

- Data analysis and reporting
- Knowledge of federal laws and regulations
- Policy analysis
- Staff management
- Strategic planning

Professional Experience

PUBLIC SAFETY SUPERVISOR | FEMA, WASHINGTON, D.C.
JANUARY 2019

- Managed a team of over 10 junior safety Inspectors, ensuring efficient implementation of federal safety regulations
- Successfully implemented more than five new public safety policies that have significantly improved community preparedness for disasters
- Authored monthly and annual progress reports documenting department activities, which were lauded for their accuracy and comprehensiveness
- Reviewed and updated the organization's standing operating procedure

POLICY IMPLEMENTATION OFFICER | DEPARTMENT OF HOMELAND SECURITY,
WASHINGTON, D.C.
JUNE 2015 - DECEMBER 2018

- Worked on the development and implementation of homeland security policies in line with federal laws and regulations
- Participated in strategic plan development, carrying out comprehensive policy analysis
- Processed and analyzed data from multiple sources to create thorough reports, contributing to informed decision-making within the department
- Trained and qualified over 120 newly hired personnel

JUNIOR OFFICE ASSISTANT | DEPARTMENT OF HEALTH AND HUMAN
SERVICES, WASHINGTON, D.C.
OCTOBER 2014 - MAY 2015

- Conducted surveys and research and analyzed data for various public health studies
- Led information sessions at community outreach events, fielding questions from constituents
- Helped implement three new summer youth physical fitness programs

Education

- Juris Doctor
Georgetown Law, Washington, D.C | April 2018
- Master of Public Policy
American University, Washington, D.C. | June 2017

- Bachelor of Arts in Public Administration
American University, Washington, D.C. | May 2015

Certifications

- Certified Federal Contract Manager (CFCM) | National Contract Management Association (NCMA) | February 2021
- Federal Certification in Contract Compliance (FCCC) | The American Association for Access, Equity and Diversity (AAAED) | June 2020
- Certified Federal Financial Management (CFFM) | Association of Government Accountants (AGA) | September 2019