



Olive Solberg

Program Analyst / Correspondence Coordinator

ABOUT ME

Program analyst and correspondence coordinator with 6 years of experience spanning contract analysis, risk identification, and workflow redesign across multi-division organizations. Identified \$278,400 in cost savings by analyzing storage equipment contracts, consolidating vendors, and recommending layout changes. Builds tracking dashboards in Tableau and Microsoft Excel, redesigns task assignment logic in CATMS, and maps processes to eliminate redundant handoffs.

PROFESSIONAL EXPERIENCE

Program Analyst / Correspondence Coordinator

Platte Valley Administrative Services, Alliance, NE | 2023 - Present

- Identified \$278,400 in cost savings over 18 months by analyzing storage equipment contracts, consolidating vendors, and recommending layout changes that freed 1,400 square feet of warehouse space.
- Flagged 14 program risks during quarterly reviews by interviewing 23 personnel across 4 divisions, enabling managers to implement corrective actions before milestone deadlines.
- Shortened the average correspondence turnaround from 8 business days to 3 by redesigning task assignment logic in CATMS and training 11 staff on the updated workflow.
- Gathered and organized operational data from 6 field offices, building tracking dashboards in Tableau that cut manual reporting effort by 11 hours per week.

Program Analyst

Sandhills Creek Solutions LLC, Scottsbluff, NE | 2021 - 2023

- Conducted on-site observations of 8 unit functions and recommended purchase of modular shelving that lowered equipment retrieval time from 22 minutes to 13 minutes per request.
- Identified 9 schedule risks across a \$2.28M program portfolio by comparing planned milestones against resource availability, preventing 3 deadline overruns.
- Reduced duplicate data entry by mapping 47 process steps and eliminating 12 redundant handoffs, saving staff 7 hours per week.
- Interviewed 31 personnel across operations and finance to document procedures, producing workflow maps that managers used to reallocate 2 vacant positions.

Administrative Analyst

Lodgepole Creek Municipal Group, Sidney, NE | 2020 - 2021

- Identified \$64,730 in annual cost savings by auditing supply orders and recommending bulk purchasing agreements with 3 vendors.
- Reduced invoice processing time from 14 days to 8 days by redesigning the approval routing sequence in SharePoint.
- Gathered budget data from 5 departments each month, reconciling entries in Microsoft Excel to support quarterly forecasts covering \$1.51M in operating funds.

CONTACT INFORMATION



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EDUCATION

BS in Business Administration

University of Nebraska at Kearney,
Kearney, NE
2016 - 2020

KEY SKILLS

- Microsoft Excel
- Tableau
- CATMS
- SQL
- Microsoft SharePoint
- KPI Development
- Cost-Benefit Analysis
- Process Mapping
- Risk Assessment
- Budget Tracking
- Records Management