



Salma Barlow

Program Analyst

Program analyst with 2 years of experience building metrics frameworks and producing technical reports across multiple divisions. Created 19 technical reports over 14 months by collecting operational data from 3 divisions and synthesizing findings into formatted deliverables using Microsoft Excel and Tableau.

CONTACT INFORMATION

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KEY SKILLS

- Microsoft Excel
- Tableau
- Microsoft SharePoint
- SQL
- Data Collection and Analysis
- Report Writing
- KPI Development
- Records Management
- Process Documentation
- Briefing Preparation

PROFESSIONAL EXPERIENCE

Program Analyst | Humboldt Basin Administrative Group, Winnemucca, NV
2025 - Present

- Produced 19 technical reports over 14 months by collecting operational data from 3 divisions and synthesizing findings into formatted deliverables using Microsoft Word and Excel.
- Developed 11 program metrics tied to workload volume, turnaround time, and error rates, giving managers a quarterly scorecard reviewed in under 45 minutes per session.
- Delivered 37 weekly status reports to management summarizing task completion, upcoming deadlines, and resource needs across 4 active program areas.
- Conferred with 18 personnel across operations and finance to verify that a newly implemented inventory tracking procedure functioned correctly, resolving 7 data-entry discrepancies within 3 days.

Program Support Assistant | Silver State Creek Services LLC, Lovelock, NV
2024 - 2025

- Compiled source data from 2 regional offices and drafted 6 technical reports on resource allocation trends, shortening the average production cycle from 9 days to 4 days per report.
- Developed 8 program metrics in Tableau dashboards that tracked service request volume and average resolution time across 2 regional offices.
- Delivered 23 biweekly summary reports to management covering workload distribution and pending action items, each submitted within 4 hours of the reporting deadline.

EDUCATION

Bachelor of Science in Political Science
University of Nevada, Reno, Reno, NV | 2020 - 2024