



# Eamon Mensah

Senior Program Analyst

## ABOUT ME

Bringing 7 years of experience coordinating cross-functional teams, facilitating program reviews, and analyzing operational data across multiple offices. Gathered operational data from field units using SQL queries that informed \$2.19M budget planning discussions. Skilled in Microsoft Excel, Tableau, SQL, and stakeholder engagement across up to 9 divisions simultaneously.

## PROFESSIONAL EXPERIENCE

Senior Program Analyst | Winnisquam Creek Administrative Partners, Laconia, NH  
2022 – Present

- Attended 43 stakeholder feedback sessions over 26 months, capturing input from 9 divisions and delivering consolidated briefing notes to program leads within 48 hours of each session.
- Coordinated 8 cross-functional teams spanning operations, IT, and finance to align quarterly reporting formats, reducing report revision cycles from 11 days to 5 days.
- Facilitated 74 biweekly program review meetings for senior leadership, preparing agendas and distributing follow-up summaries within 24 hours.
- Analyzed data from 4 regional offices in Microsoft Excel and built tracking models that shortened the quarterly review preparation window by 3 days.

Program Analyst | Merrimack Hollow Services Group, Concord, NH  
2020 – 2022

- Coordinated 6 cross-functional teams during a reporting standardization effort, consolidating 29 separate intake forms into 11 templates over 9 months.
- Facilitated 38 monthly coordination meetings between 3 program offices, tracking discussion outcomes and distributing minutes to 27 participants.
- Reviewed report formats and conferred with 14 end users to identify layout problems, recommending changes that cut average form-completion time from 18 minutes to 9 minutes.
- Attended 21 stakeholder feedback sessions during a workflow redesign, cataloging 83 data points that informed 4 process changes.

Junior Program Analyst | Squam Valley Technical Services LLC, Plymouth, NH  
2019 – 2020

- Facilitated 31 weekly status meetings for a 12-person project team, keeping each session under 35 minutes while covering all standing agenda items.
- Gathered operational data from 3 field units using SQL queries and compiled trend summaries that managers referenced in \$2.19M budget planning discussions.
- Attended 17 stakeholder feedback sessions to collect input on a new electronic filing workflow, resulting in 46 documented change requests resolved within 6 weeks.

## CONTACT INFORMATION

- 📞 (603) 555-0125
- ✉️ eamon.mensah@example.com
- 📍 Laconia, NH 12345

## EDUCATION

- BS in Business Administration  
University of New Hampshire  
Durham, NH | 2015 – 2019

## KEY SKILLS

- Microsoft Excel
- Tableau
- SQL
- Microsoft SharePoint
- KPI Development
- Stakeholder Engagement
- Meeting Facilitation
- Data Analysis
- Process Mapping
- Microsoft PowerPoint