



Juniper Vaughn

PROGRAM MANAGER

Project Management Professional with 12 years of experience tracking action items, conducting organizational studies, and delivering program strategy briefings to executive leadership. Recommended 14 optimization measures for a \$6.1M program portfolio, driving a revenue increase of 10.1% within 18 months. Skilled in Microsoft Project, SharePoint, SQL, and both Waterfall and Agile methodologies.

CONTACT INFORMATION



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Los Alamos, NM 12345

KEY SKILLS

- Microsoft Project
- Microsoft Excel
- SharePoint
- SQL
- Program Analysis
- Records Management
- DoD Records-Management Policies
- Waterfall Methodology
- Agile Methodology
- KPI Development
- Budget Tracking

PROFESSIONAL EXPERIENCE

Program Manager | Sangre Creek Administrative Solutions, Los Alamos, NM | 2020 – Present

- Recommended 14 optimization measures for a \$6.1M program portfolio after conducting workflow studies across 5 divisions, leading to a revenue increase of 10.1% within 18 months.
- Tracked 287 action items to completion over 30 months using Microsoft Project, maintaining an on-time closure rate of 97.56% across all program areas.
- Documented findings from 9 organizational studies and prepared implementation plans that restructured 3 business units, reducing average process cycle time from 17 days to 11 days.
- Presented quarterly program strategy briefings to executive leadership, translating analytical findings into 7 optimization recommendations that generated \$348,100 in new contract revenue.

Program Analyst | Jemez Valley Services Group, Santa Fe, NM | 2016 – 2020

- Recommended 8 optimization measures for records management and retrieval procedures, cutting average document retrieval time from 26 minutes to 8 minutes.
- Tracked 174 action items from program reviews to completion within 90-day windows, closing each item an average of 6 days ahead of deadline.
- Developed and implemented a records management program in SharePoint covering 41,800 files, ensuring compliance with DoD records-management policies and reducing misfiled documents by 73 per quarter.
- Authored study reports for 4 organizational change initiatives, interviewing 38 staff members and delivering implementation timelines that leadership approved within 14 days.
- Influenced a revenue increase of \$153,200 by analyzing service delivery bottlenecks and recommending scheduling adjustments that allowed the team to accept 11 additional contracts per year.

Junior Program Analyst | Pajarito Mesa Technical Partners, Espanola, NM | 2014 – 2016

- Tracked 126 action items across 3 active programs in Microsoft Excel, verifying task owners and due dates weekly and achieving a 97.62% on-time completion rate.
- Recommended 4 optimization measures for filing and retrieval procedures after reviewing 1,340 archived records, reducing staff search time by 9 hours per week.
- Compiled data from 6 departmental sources and drafted quarterly findings summaries averaging 22 pages, delivering each report within 5 business days of the data collection window.

EDUCATION

Bachelor of Business Administration (BBA) General Business
New Mexico State University, Las Cruces, NM | 2010 – 2014

CERTIFICATIONS

- Project Management Professional, Project Management Institute, 2018