

STRENGTHS

- Q

Policy research

Research connected federal requirements with practical operating guidance. Colleagues often sought help when source language felt unclear.
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Comment resolution

Comment matrices turned scattered feedback into visible decisions. That quiet structure helped reviewers reach agreement faster.
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Executive writing

Briefings and memoranda gave leaders concise choices. A well placed sentence often moved a decision forward.
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Quality review

Conference package reviews caught gaps before approval. Teams came to rely on careful checks that rarely drew attention.
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Stakeholder coordination

Finance, legal, operations, and program voices stayed connected through organized reviews. Steady follow through built confidence.

SKILLS

- Policy writing

Federal finance
- Technical writing

OMB guidance
- Federal regulations

Compliance
- Comment adjudication
- Version control

Package review
- Executive briefings
- Decision memoranda
- Stakeholder coordination
- Policy research

Operations policy
- Quality review

SUMMARY

Senior financial policy consultant with seven years supporting **federal financial management**, operations, compliance, and **policy writing** through September 2026. Researches federal laws, regulations, standards, OMB guidance, **departmental directives**, and component policies, then converts complex requirements into practical policy language for operational teams and senior leaders. Leads drafting, structured reviews, comment adjudication, version control, approval tracking, executive summaries, decision memoranda, briefings, and presentations. Coordinates finance, operations, compliance, legal, **subject matter experts**, work groups, and senior leadership across concurrent priorities. Reviews conference packages for accuracy, completeness, appropriateness, and compliance, then coordinates corrections before approval. Active Public Trust supports sensitive federal work requiring sound judgment, organized documentation, and clear communication. Ready to help Potomac Ridge Advisory deliver dependable policy support for homeland security and law enforcement clients.

EXPERIENCE

Senior Financial Policy Consultant

Capstone Federal Advisory

📅 July 2023 - Present

📍 Washington, DC

Leads **federal financial policy** research, drafting, review, and approval work for sensitive operations. Coordinates subject matter experts and senior leadership while delivering controlled policy updates, executive materials, and compliant conference packages.

- Researched **federal laws**, **OMB guidance**, and directives for financial policy updates supporting sensitive operations.
- Translated operational requirements into controlled policy revisions, giving teams clearer guidance for consistent execution.
- Facilitated subject matter expert reviews and recorded decisions, actions, and unresolved policy questions.
- Adjudicated comments, reconciled feedback, and maintained **version control** across leadership approval milestones.
- Prepared **executive summaries**, decision memoranda, briefings, and talking points for **senior leadership** decisions.
- Reviewed conference packages for accuracy and compliance, then coordinated corrections before approval.

Financial Management Policy Consultant

Harbor Point Public Sector Consulting

📅 January 2021 - June 2023

📍 Arlington, VA

Supported federal programs through financial management policy development, regulatory research, **stakeholder coordination**, and document control. Prepared leadership materials and reviewed conference documentation so client teams could resolve issues before formal approval.

- Drafted **financial management** procedures for federal programs operating under changing requirements.
- Researched **OMB guidance** and policy changes, documenting operational impacts for client review.
- Coordinated finance, operations, **compliance**, legal, and program reviewers through structured policy cycles.
- Maintained document baselines and approval records, preserving traceability from comments through final language.
- Prepared leadership **briefings** that clarified unresolved issues and framed decisions for timely resolution.
- Evaluated conference documentation and returned incomplete packages with focused correction requests.

Policy Analyst

Monument Operations Group

📅 September 2019 - December 2020

📍 Falls Church, VA

LANGUAGES

English	Native
Mandarin Chinese	Proficient

MY CAREER



- Senior Financial Policy Consultant at Capstone Federal Advisory (3.2 Years)
- Financial Management Policy Consultant at Harbor Point Public Sector Consulting (2.4 Years)
- Policy Analyst at Monument Operations Group (1.2 Years)

Supported federal operations policy projects through source research, document drafting, comment tracking, quality review, and client briefings. Quietly strengthened project control by keeping decisions, citations, owners, and open questions visible.

- Organized governing requirements and source material for federal **operations policy** projects.
- Drafted policy sections and procedures under established document **standards** and review expectations.
- Built comment matrices capturing feedback, dispositions, owners, and due dates.
- Checked drafts for citation **accuracy**, formatting consistency, and alignment with source requirements.
- Prepared meeting notes and action trackers that preserved decisions and open questions.
- Developed concise briefing summaries for policy issues requiring client direction.

PROJECTS

Federal Policy Control Library 📅 2024

Created a controlled reference library connecting federal regulations, OMB guidance, directives, policy drafts, comment dispositions, and approval records. The structure gave reviewers a clearer path from source requirement to final language.

Conference Package Quality Review 📅 2022

Established a repeatable review approach for conference packages, checking completeness, accuracy, appropriateness, and compliance before leadership review. Correction tracking helped teams close gaps with less back and forth.

LEADERSHIP & AWARDS

- Recognized by senior leadership for clear policy briefings and dependable decision support.
- Received Federal Financial Management Policy Certificate for focused study in federal policy practice.
- Selected as a trusted reviewer for sensitive financial policy and conference package submissions.

EDUCATION

Bachelor's Degree in Finance

George Mason University 🎓 GPA: 3.5 📅 2019 📍 Fairfax, VA

***Coursework:** Federal financial management, financial policy, accounting, regulatory compliance, business law*

CERTIFICATIONS

- Federal Financial Management Policy Certificate 📅 2022
- Public Trust, Active 📅 2023

TECHNICAL SKILLS

- **Federal Policy Sources:** Federal laws, federal regulations, OMB guidance
- **Financial Management:** Federal financial management, financial operations, budget policy
- **Policy Documentation:** Policy writing, technical writing, procedural writing
- **Review and Approval:** Comment adjudication, approval tracking, review coordination
- **Document Control:** Version control, document baselines, revision history
- **Executive Materials:** Executive summaries, decision memoranda, briefing decks
- **Compliance Review:** Compliance analysis, conference package review, source alignment
- **Stakeholder Tools:** Comment matrices, action trackers, meeting notes
- **Governance Standards:** Agency directives, component policies, document standards
- **Communication Methods:** Senior leadership briefings, talking points, stakeholder coordination

PROFESSIONAL AFFILIATIONS

- Association for Federal Enterprise Policy, professional member since 2021.
- Federal Financial Management Community, participant in policy and operations working groups.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST