

Aisha Rubio

📞 (916) 555-2847 ✉ aisha.rubio@example.com 🔗 linkedin.com/example/aisharubio 📍 Sacramento, CA 95814

SUMMARY

Public works management professional with five years supporting municipal operations, program administration, **budget analysis**, contract coordination, procurement activity, and regulatory documentation. Analyzes operational records, **service delivery data**, workflows, and performance information, then turns findings into useful reports, presentations, spreadsheets, policy documents, and tracking systems. Coordinates with departments, vendors, and community stakeholders on environmental compliance, utility operations, **capital improvement programs**, grants, and public service communication. Experience includes expenditure reviews, **contract monitoring**, records management, purchasing documentation, safety practice support, and process improvements that help teams organize resources and maintain reliable services. Brings practical public administration judgment, clear communication, and a steady focus on accountable community outcomes.

EXPERIENCE

Public Works Program Analyst June 2021 - Present
River Valley Infrastructure Partners *Sacramento, CA*

Supports public infrastructure programs through **operational research**, budget tracking, contract coordination, procurement records, environmental compliance documentation, **performance reporting**, and workflow improvements. Partners with management, vendors, and public service stakeholders to keep program information accurate, accessible, and useful for decisions.

- Analyzed infrastructure records and workflow data, giving managers clearer insight into program decisions.
- Prepared expenditure summaries and budget reports, supporting disciplined oversight of public service funds.
- Coordinated contract files, vendor records, **procurement activities**, and compliance reviews for active programs.
- Built **presentations**, spreadsheets, and reports that helped stakeholders review service progress and resource needs.
- Compiled **environmental compliance** documentation, keeping project reporting aligned with regulatory requirements.
- Improved request and **records** tracking, giving teams faster access to performance information.

Public Administration Analyst July 2019 - May 2021
Community Operations Consulting *Fresno, CA*

Supported local service programs through administrative research, workflow review, records analysis, purchasing documentation, policy updates, schedule coordination, and public contact. Prepared practical information for leadership while helping departments organize resources, maintain reliable records, and communicate clearly with stakeholders.

- Reviewed local service procedures, identifying workflow changes that made administrative work easier to manage.
- Maintained operational records and summary **reports**, helping leadership monitor program activity and emerging needs.
- Checked purchasing documents, invoices, and account records, supporting accurate administrative financial tracking.
- Coordinated meetings and schedules, keeping department communication organized around shared program milestones.
- Updated policy and procedure documents, giving staff clearer guidance for routine **program administration**.
- Responded to stakeholder questions, supporting respectful and consistent public service communication.

PROJECTS

Municipal Performance Tracking System 📅 2025

Created a practical tracking framework for requests, records, budgets, contracts, and performance updates. Structured information for clearer reviews, dependable follow up, and stronger public program reporting.

Environmental Compliance Records Program 📅 2024

Organized environmental documentation and reporting checkpoints for infrastructure work. Connected records with project schedules, stakeholder reviews, and compliance needs so teams could respond with confidence.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable budget reporting and accurate public infrastructure records.
- Selected as a trusted resource for contract documentation, procurement coordination, and compliance follow up.
- Praised by cross functional partners for clear reports and calm coordination across active service programs.

EDUCATION

Bachelor's Degree in Public Administration 2019
California State University, Fresno GPA: 4.0 *Fresno, CA*

Coursework: Public budgeting, public policy, organizational management, municipal administration

CERTIFICATIONS

- Public Budgeting Fundamentals Certificate 📅 2025
- California Class C Driver License 📅 2025

TECHNICAL SKILLS

- **Budget Analysis Tools:** Microsoft Excel, expenditure tracking, financial reviews
- **Reporting Applications:** Microsoft PowerPoint, Microsoft Word, spreadsheet reporting
- **Public Works Operations:** utility operations, capital improvements, service delivery
- **Contract Administration:** contract monitoring, vendor records, agreement documentation
- **Procurement Systems:** purchasing documentation, procurement coordination, invoice review
- **Compliance Records:** environmental compliance, regulatory documentation, records management
- **Project Management:** program coordination, project schedules, milestone tracking
- **Performance Management:** performance reporting, operational data, service metrics
- **Policy Administration:** policy documents, procedure updates, administrative research
- **Safety and Risk:** safety practices, compliance reviews, operational risk records
- **Community Engagement:** stakeholder communication, public inquiries, community communications
- **Grant Administration:** grant documentation, program reporting, resource tracking

SKILLS

- | | | | |
|-----------------------|-------------------------|----------------------------|-----------------------------|
| • Public works | • Program coordination | • Compliance documentation | • Records management |
| • Budget analysis | • Data analysis | • Operational research | • Policy documentation |
| • Contract management | • Microsoft Excel | • Public administration | • Stakeholder communication |
| • Procurement | • Performance reporting | • Workflow improvement | |

PROFESSIONAL AFFILIATIONS

- Public administration professional community participant, sharing practical ideas on municipal operations and service delivery.
- Local government operations network participant, connecting administrative practice with community focused outcomes.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST