Bianca Richmond

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EXPERIENCE

Management and Program Analyst Assistant; Dept. of Justice — 2020-Present
- Improve the efficiency of administrative operations and the effectiveness of operating programs by identifying, analyzing, evaluating and making recommendations
- Prepare, review, revise, rearrange, and rewrite drafts, action memorandums, summary of change statements and internal office documents
- Enhance the operational productivity of the office by carrying out multiple projects
- Participate in a variety of studies, analyses, and evaluations for which the purpose is to identify needs and evaluate operations and programs
- Innovate, guide, and assist a large billable government unit

Research Analyst; Dept. of Justice — 2019-2020
- Directed appropriate communications and requests made with other offices
- Transmitted where necessary records excised and/or classified per stipulations of the Attorney General's Guidelines, and/or applicable executive orders
- Resolved complex problems encountered during the processing by providing advice and guidance to all operating personnel assigned to the unit.
-Supported the team by working on ad hoc projects, including data collection and analysis

Operational Support Technical; Dept. of Justice — 2017-2019
-Maintained efficient work flow by planning, organizing & directing investigative support functions
-Developed and maintained administrative process to achieve organizational objectives as well as to improve accuracy and efficiency
-Supported several dynamic teams, administrative tasks-reception, mail desk coordination, financial data input, transcription, audit assistance
-Supported complex, deadline-driven operations, and resolved issues

Legal Instruments Examiner; Dept. of Justice — 2016-2017
-Analyze diverse files, documents and information, in order to obtain the most complete, pertinent, and identifying information relative to subjects
-Utilized various electronic data processing systems for processing, monitoring, and correspondence preparation
-Earned several awards for accuracy of product

Skills

Assign passwords and systems access maintenance, troubleshooting, Analyze and recommend database improvements, implementation, Python, Linux, AWS - Cloud Practitioner, system access auditing

Education

University of Maryland Global Campus, Virtual, Expected graduation 12/2021
Cloud Computing and Networking; Graduate Certificate

West Virginia University, Morgantown, WV - GPA: 3.20/4.0
Bachelors of Multidisciplinary; Concentrations: Business Administration, Sociology, History

Networks

Jopwell | Forté Foundation | NCWIT | Jumpstart