jordan ellis

 Seattle, WA | 123.456.7891 | jordanellis@email.com

# OBJECTIVE

Focused government professional with extensive expertise in policy analysis, public administration, and financial management. Aiming for a leadership position to enhance public service objectives through strategic planning, stakeholder engagement, and regulatory compliance.

# EXPERIENCE

## Policy Analyst

### Department of Public Services | Seattle, WA 2018 - 2023

Conducted comprehensive policy research and analysis, coordinated with stakeholders for feedback, and managed project budgets. Led a team in strategic planning sessions, improving operational efficiency.

## Administrative Officer

### City of Seattle | Seattle, WA 2015 - 2018

Oversaw department operations, ensuring adherence to regulations. Managed financial planning, enhancing department’s fiscal responsibility.

# EDUCATION

### **Seattle University** | Seattle, WA 2013 - 2015

Master of Public Administration

Bachelor of Political Science

# Certifications

* Certified Government Financial Manager (CGFM)
* Certified Public Manager (CPM)

# Skills

* Policy Analysis
* Stakeholder Engagement
* Strategic Planning
* Budgeting & Financial Analysis