



HARPER LEWIS

Senior Program Administrator

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SKILLS



INTERESTS

- DIY Projects
- Crafting
- Meditation
- History

STRENGTHS

- Humility
- Innovation
- Insightfulness
- Integrity

LANGUAGES



ACHIEVEMENTS

- Successfully secured \$500K in grant funding, enhancing program reach and service delivery capabilities.
- Implemented a new evaluation framework that improved program performance metrics by 30% within one year.

PROFESSIONAL SUMMARY

Dedicated Senior Program Administrator with a decade of experience in driving program success and operational efficiency. Proven expertise in developing and implementing strategic initiatives that enhance service delivery and foster stakeholder collaboration. Committed to leveraging data-driven insights to optimize performance and achieve organizational goals.

WORK EXPERIENCE

Senior Program Administrator Feb / 2018-Ongoing
WidgetWorks Inc. Denver, CO

- Conducted comprehensive assessments and data analyses to identify programmatic challenges, resulting in actionable recommendations for leadership.
- Ensured program compliance with federal, state, and local regulations, advising stakeholders on necessary adjustments.
- Designed and delivered training programs to enhance staff competencies and improve service delivery.
- Engaged with community organizations and service providers to gather feedback and assess program effectiveness.
- Secured funding through grant writing and managed budgets to ensure optimal resource allocation.
- Established and refined operational policies and procedures to align with best practices and organizational goals.
- Led and mentored program staff, fostering a culture of accountability and performance excellence.

Program Administrator Feb / 2015-Feb / 2018
Silver Lake Enterprises Seattle, WA

- Coordinated bi-weekly meetings for Executive Leadership Teams, ensuring clear agendas and follow-up actions.
- Developed materials and facilitated weekly teleconferences for Global Executive Leadership Teams.
- Maintained effective communication channels between management and team members, enhancing operational transparency.
- Organized logistics for Executive Leadership meetings, including calendar management and technology setup.
- Coordinated team-building events and dinners to strengthen inter-departmental relationships.
- Provided comprehensive administrative support across multiple portfolios, ensuring seamless operations.

EDUCATION

Master of Public Administration Feb / 2012-Feb / 2015
University of California Denver, CO

Focused on public sector management and policy analysis.