Danielle E. Dukes

Active Secret Security Clearance | 585-750-5694 | dukesdaniella@gmail.com | Alexandria, VA

**Objective** Driven candidate with experience in providing Senior Administrative Support, Business Analysis, and Logistical Planning.

**Education**

Roberts Wesleyan College Rochester, NY – Graduated May 2012

BA Communication | 3.4 GPA

**Areas of Expertise**

Government Contract Support | Department of Homeland Security Practice and Procedures | Business Analysis | Operational Planning Support to Senior Leadership |

Proficiency in Microsoft Office Suite

**Professional Experience**

January 2017- Present

**Administrative Support Specialist**, *Insight Technology Solutions*

*Cyber Security and Communications, CS&C*

*National Protection and Programs Doctorate, NPPD*

*U.S. Department of Homeland Security (DHS)*

Arlington, VA

* Advise senior leadership and headquarters personnel of cyber security and critical infrastructure trends within regions through data analysis
* Track, monitor, and schedule ongoing engagements and duties assigned to the Program Supervisor and Program Chief.
* Generating forecast reports to deliver business analysis statistics on the growth of the Cyber Security & Communications program
* Developing and creating SOPs and SOW for Cyber Security Advisors (CSA) within the field to use as guidelines for program support
* Producing region/district-level reports based on operational and critical cybersecurity analysis
* Lead the capture, reporting, and analysis of statistical data relating to regional operations

June 2016- January 2017

**Functional Analyst**, *CACI International, Inc.,*

*National Protection and Programs Doctorate, (NPPD)*

*Infrastructure Protection, (IP)*

*U.S. Department of Homeland Security*

Arlington, VA

* Provided analysis of operations and critical infrastructure within the National Mid-Western Regions
* Advised senior leadership and headquarters personnel of critical infrastructure trends
* Identified relevant issues and any cross-regional critical infrastructure dependencies or interdependencies
* Served as an expert analysis on key critical infrastructure issues affecting the FEMA regions
* Assisted in tracking various goals for senior leadership in determining regional critical infrastructure protection and resilience goals and strategies
* Tracked and analyzed new and ongoing programs, projects, initiatives and/or procedural changes, and developed forecast reports to impacts on critical infrastructure assets
* Produced region/district-level reports based on operational and critical infrastructure analysis
* Traveled nationally to provide onsite administrate assistance to leadership and security advisors
* Lead the capture, reporting, and analysis of statistical data relating to regional operations

August 2015- June 2016

**Meetings Assistant**, *National Association of Federal Credit Unions* (NAFCU)

Arlington, VA

* Served as informational resource to conference participants, trade association exhibitors, and to customers of NAFCU
* Coordinated logistics for speakers who participated in live and on-demand webcast, held in-house
* Supporting the Regional Directors by managing calendar, travel coordination, and expense reporting
* Served as the primary coordination point for internal processes related to operational plan development, reporting to leadership, and task management
* Assisted in the development of agendas, researching, and proposing locations, provided logistical support, and prepared briefing materials
* Assisted in the planning and delivery of conferences, planning sessions, and briefings for a variety of external stakeholders
* Submitted monthly reports and summaries after conferences, webcasts, and seminars
* Training resource lead; designed, developed, and delivered reusable training material for Education & Events departments for current and future colleagues
* Maintained housekeeping and stock of office supplies and company merchandise

January 2015- July 2015; May 2012-January 2015

Ad Hoc/Temporary Employment

**Randstad Staffing**

Alexandria/Arlington, VA

* Held various temporary and ad hoc positions in administrative support and assistance roles

**Community Support/ Experience**

October 2017- Present

**Owner**, *Thread Lift, LLC*

Washington Metro Area

* Completing the objective of reselling name brand, trendy items for men and women within the DC Metro area.
* Maintaining online website via Poshmark and Ebay
* Sourcing inventory from local consignment stores, local bloggers, and other creatives in the DC Metro area.
* Building social media channels to gain exposure and to influence new and existing customers
* Responsible for daily tasks including shipping, printing labels, shipping, photography, and listing
* Proving outstanding customer service to customers
* Managing ongoing consignment accounts with select clients