POONAM YADAV

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Professional Summary

Master of Public Administration (MPA) candidate specializing in program evaluation, public policy research and analysis, and management. Experienced in local county management and deep understanding of local government through an esteem opportunity with MME Fellowship. Well trained in leading and collaborating with diverse international teams, marketing, conflict resolution and data analytics. Proven talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions within multilateral organizations.

Skills
- Data Analysis & Visualization
- Policy Analysis
- Program Evaluation
- MS Office, Excel(advance), CHAID IBM SPSS, Adobe AE, SAS
- **Knowledge of the political and legislative process**

Management skills
- Research
- Strategic Planning
- Clerical work
- Risk management
- Project management
- Budgeting and finance

Experience

Michigan Municipal Executive (MME) Fellowship: 05/2019- 03/ 2020
Department: City Manager's Office, City of Plymouth, MI

-Work include analysis of city projects, research into new policies and ordinances, preparing information and/or supporting documents for meetings or projects;
-writing policy analysis and fiscal reports; maintaining databases; providing technical assistance; facilitating internal and/or external working groups; and researching policies and evaluating potential benefits for the City.
-Assisting department heads in accomplishing community projects. Work allows to rotate between municipal departments to gain full understanding of local government, mayor-council and city-council government relations.
-Assisted city clerk for general and city commission elections process and other filing and documenting procedures.
-participating in city boards and employee meetings
-presenting recommendations and reports at city commission meetings

Data Specialist,   04/2018 - Current
Mike ILitch School of Business, Wayne State University – Detroit, MI

Created visually impactful dashboards in Excel and Tableau for data reporting by using pivot tables and VLOOKUP. Extracted, interpreted and analyzed data to identify key metrics and transform raw data into meaningful, actionable information. Conducted data mining, data modeling, statistical analysis, trending and benchmarking.
Assisted department heads in organizing and preparing for campus career fair events and other educational events

Analytics experience
WSU Tutor Program Assessment Grant for UG students (AY18-19) project
- Performed Statistical Data Analysis, CHAID analysis on data of undergraduate use of library services for educational/tutoring purposes. Trained staff in EXCEL, SPSS, COGNOS dashboard design.

Administrative Assistant,   06/2016 - 04/2018
FMS international hospital

Assist in the development of internal procedures for the processing and management of planning and budgetary data
Maintain Finance reports, track of inflow and out cashflow management
Reviewing budget proposals and funding request, conducting cost/benefit and other types of analyses, submitting budget recommendations for approval or rejection of funding requests, provide general support to visitors, develops and executes plans to accomplish development, regular updating, and monitoring of the Plan budget and cost forecasts

Recruiting Summer Intern,   01/2016 - 04/2016
PROJECT COORDINATOR – Los Angeles, CA
   ● Collaborate with Communications and Marketing to obtain approved content, images and logos for all ReleasePoint
      Health facilities
   ● Report (of analyzed data) to the Physician Recruitment team for project specifications and directives- medical scribe
   ● Communicate to Recruitment team on daily/weekly progress

Education

MPA- Masters in Public Administration, Political Science
Graduating: Aug'2020
Wayne State University - Detroit, MI
   ● GPA: 3.4
   ● Core Course: Public Budgeting and Finance (A), Policy Formulation Implementation(A), Managing Public
      Organizations(A), Policy and Data Analysis, Statistical Data and Analytics (1), ArcGIS
   ● Member of ICMA and ASPAA (Student membership)
Electives minor: Data Science and Finance modelling from Mike ILitch School of Business

Certifications

IBM Data Science Professional Certificate, SAS certificate
University of Illinois at Urbana-Champaign
Business and Finance modelling

Projects/Research Paper

   ● Paid Parking project for city of Plymouth
   ● Paid Parking Sub-Committee
   ● Do Not Knock Registry -Policy/Ordinance -Home/Business Decal
   ● Union Contract Review -Comparison - Wages, Benefits, Scheduling, etc
   ● Job Descriptions -Review/Update/Create descriptions for all positions
   ● Employee Rules & Regulations Manual Update
   ● Updating City website
   ● updating social media and web content
   ● As per FOIA, worked on city data available for citizens
   ● Reviewing zoning ordinances and worked on Re-development community project funded by MEDC
   ● Creating city agendas
   ● Data analysis of Medicaid Patients of Dental Care in Metropolitan Detroit (2018-19)
   ● Data Visualization and Interactive Mapping: 2017
   ● Understanding Public Perceptions of Immunization (Internship Project: 2016)
   ● The future of the civil service and evaluation of civil service (2018)

Accomplishments
   ● *Quality Control- employee for the year certificate*
   ● Community outreach project- intern certificate
   ● MME Fellowship (2019-20) with City of Plymouth, MI