BEVERLY L. FENWICK

48513 Beachville Road ●St. Inigoes, MD 20684 ●(240)298-1175 ●Beverlyfenwick1@gmail.com

Management and Program ANALYST

As a Management and Program Analyst, my goal is to contribute to the mission of the U.S. Department of Education (Department) by providing a range of services in affirmative employment programs and discrimination complaint processing for employees and applicants for employment of any permissible basis (i.e., race, color, origin, religion, sex age, disability, genetic information, or reprisal). I have 38+ years of experience in the Federal Government. I also possess an extensive skill set in program management and have successfully built the capacity of organizations and diverse customers through strong team building, program planning and communication skills.

CORE COMPETENCIES

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| Collaborate effectively with othersCustomer FocusDetail oriented and thoroughMotivation | Team LeaderTeam Oriented outlookEmpowering to work othersMotivated with minimum supervision | Development OrientedAnalyticalPersuasive and willing to listenCredibility |  |  |  |

EDUCATION

**GREAT MILLS HIGH SCHOOL,** Great Mills**,** MD

High School Diploma, 1981

**OTHER EDUCATION** – COLLEGE COURSES

**BUSINESS ADMINISTRATION,** St. Mary's College of Maryland

St. Mary's City, Maryland, 1997, 1981, 1983

**BUSINESS ADMINISTRATION,** College of Southern Maryland

Leonardtown, Maryland, 1993

PROFESSIONAL DEVELOPMENT AND LEADERSHIP SERVICE

Vice President, Knights of St. Jerome – February 2024 - Present

Diversity Change Agent, U.S. Department of Education, April 2017 – 2023

Assistant Secretary, St. Peter Claver Catholic Church, Gospel Choir, January 2001 – Present

Member, Lorna M. Polk Chapter of Federally Employed Women, ED, Washington, DC, August 2020 – Present

Member, St. Peter Claver Catholic Church, Usher Board Committee, January 2021 – Present

Member, National Association for the Advancement of Colored People (NAACP), August 2020 – Present

Member, NAACP Scholarship Committee, February 2009 – Present

Kitchen Manager, Knights of St. Jerome's May 2004, December 2021 – Present

Member, United States Colored Troops Monument Committee, April 2008 - 2009

Member, Board of Education High School Task Force, May 2008

Assistant Coordinator, St. Peter Claver Catholic Church, Sunday School Department, September 2006 – April 2014

Volunteer, Christmas in April, April 2002 – 2005

Member, Women of the Word, St. Peter Claver Catholic Church, April 2002 – Present

Member, Everybody Wins Mentoring Program, Amidon Elementary School, September 2004 – 2005

President, Mount Zion United Methodist Church, Jubilees Choir, 1990 – 2001

Secretary, Mount Zion United Methodist Church Treasury Board, January 1998 – 2000

President, Pastor-Parish Relations Committee, Mount Zion United Methodist Church, January 1998 – 2002

PROFESSIONAL EXPERIENCE

**U.S. DEPARTMENT OF EDUCATION (Department), Washington, DC**

Office of Equal Employment Opportunity Services (OEEOS), Office of Finance and Operations (OFO) May 2008 - Present

**Management and Program Analyst, GS-0343-12**

* Serves as Budget Program Lead for the OEEOS; prepares budget reports and monitors spending expenses. Also tracks expenses for travel, training, and the Diversity and Inclusion invoices under the Franklin Covey contract.
* Tracks all investigations, complaints and vendor expenses and input receipts in the Department Financial System database to make payment.
* Serves as Program Manager for all procurement and acquisition packages within the OEEOS and the tracking of the monies distributed from the Budget Service office. Evaluates programmatic and budgetary requests and advises management on recommendations for approval, disapproval, or modification.
* Develops training programs for the Department's Federal Women's Program such as programs in observances of Women’s History Month and Women's Equality Day.
* Routinely organizes, coordinates, and plans for special events and special emphasis programs that includes scheduling and bringing in successfully world-class speakers.
* Reviews contractors’ annual performance evaluations and performance reports to determine yearly progress and contractors’ accomplishments for the year.
* Coordinates with the EEO Counselors on formal and informal complaints on an on-going basis to ensure timely processing.
* Coordinates, plans, and conducts project planning for meetings and other events held with high level officials throughout the EEO community and other individuals as appropriate.
* Analyzes EEO data to make determinations and recommendations for releasing appropriate information to requesting officials or other individuals. Makes revisions and provides clarifications to requests before sending to the appropriate offices or individuals.
* Uses statistical EEO data to support the Department’s mission and goals as well as other Principal Offices.
* Provides expert advice, counsel, and instructions to individuals within the Department.
* Provides within a two-day turnaround demographic information and other data generated from the Workforce Profiles system to 21 Principal Offices within the Department.
* Identifies programmatic trends to make program recommendations and implement policy changes.
* Collaborates with supervisor on the annual succession plan, assists with monitoring tasks, and supports staff and supervisor with the completion of projects.
* Responds to Freedom of Information inquiries by staff, officials within the Department, the public, and private organizations.
* Facilitates interactive dialogue between employees, managers, and supervisors.
* Serves as a Contracting Representative Officer (COR) for programs in the OEESO, assessing and evaluating contract performance, creating, and processing invoices and requisitions, drafting and finalizing Statement of Work, Performance Work Statements, and Independent Government Cost Estimates and market research and overall project management for assigned contracts. Manages multiple contracts successfully that are budgeted at over $200,000.
* Manages budget for investigations and interpreter services and advises program staff of interpreter data and trends with the implementation of a new EEO tracking system called Entellitrak.
* Manages EEO Complaints tracking system called iComplaints and generate reports as needed.
* Prepares acknowledgment letters, uploads letters, counselors’ report and documents in the iComplaint system.
* Serves as a primary point of contact for internal and external inquiries and ensure that all facets of programs developed relating to policies and use of business systems are covered accurately with the regard to requirements.
* Coordinates the Office of Management Career Development Success Boot Camp 2.0 to include creating a justification presentation for the Principal Deputy Assistant Secretary of Management to identify the need for the Boot Camp, develops budget for programs, prepares agendas/outlines for an all-day 4 sessions, solicits speakers, contacts regional employees for participation, arranges video teleconferencing communication to support the regional presentations, schedules rooms for all sessions, prepares handouts and other needed materials, communicates logistics for confirmed speakers, prepares thank you letters for all presenters, and plans and implements graduation for Department employees from all principal offices after the completion of the well-executed program.
* Collaborates with the Human Resource Corporate Recruiter for recruitment and outreach programs; develops letters of Right to file, Acknowledgment Letters, Request for Hearings and Transmission of Complaint File to EEOC; assists supervisor in completing the OEEOS, submits documents to appropriate offices for review, submits all Reasonable Accommodation invoices for Reasonable Accommodation Manager, and submits payment for Columbia Lighthouse Employees.
* Serves as a Diversity Program Specialist/Management & Program Analyst reporting to the Diversity Program Manager and supports the OEEOS Director with the administration for the EEO/Affirmative Employment (AE), and Diversity, Equity, Inclusion (D&I) and Accessibility programs.
* Implements appropriate communications such as marketing and social media strategies for the Diversity Program/OEEOS.
* Assists with planning and implementing of internal and external OEEOS events, to include participation with career fairs at minority serving institutions and national organizations to promote recruitment of groups underrepresented in the workforce, to include veterans, minorities, and persons with targeted disabilities.
* Reviews and interprets program guidance for proper adherence by Department staff, evaluates and assesses program outreach communication effectiveness and efficiency and develops recommendations to improve program services and organizational engagement.
* Builds coalitions with agency and government-wide affinity groups and committees to increase employee engagement and professional development opportunities
* Serves as the representative for the Federally Employed Women (FEW) organization at internal and external convenings to promote the mission of the organization.

Office of Equal Employment Opportunity Service (EEOS), Office of Management (OM)

5/2007 – 5/2008

**Program Support Specialist, GS-0302-09**

* Analyzed EEO cases, accepted or denied cases for investigations, identified primary witnesses, and developed hearing letters for primary witnesses and the Office of the General Counsel, as well as, resolved cases of alleged discrimination.
* Developed weekly reports on training needed and completed by EEO staff on the No FEAR Act. Collaborated with staff to the development of the new Annual EEO and Sexual Harassment Policies.
* Scheduled internal employee and supervisor training for the Department, developed Performance Work Statements, reviewed contracts to determine the reasonableness of included resources, applied knowledge of FAR regulations, and arranged for payment of invoices.
* Served as the Federal Women's Program (FWP) manager for the Department.

**U.S. DEPARTMENT OF EDUCTION, Washington, DC**

Office of Management, Executive Office, 1/2000 – 5/2007

**Secretary, GS-0318-09**

* Managed tracking system for all classified documents and office correspondence, monitored dates of entry and timelines for responses as well as ensured the safe storage of information.
* Reviewed out-going correspondence for accuracy in content and formatting, entered training activities on the Learning Management System.
* Set-up meetings and conferences, including meeting space, scheduled times, and invited staff, handled travel vouchers for the Assistant Secretary of Management and other staff, typed and posted Departmental Directives on the Internet for public viewing, provided guidance to other secretaries, and screened and referred customers to the appropriate office or persons.
* Served as the Employee Identification Coordinator for the Office of Management.
* Updated Department’s Office of Management Organization Directives and U.S. Government Manual.
* Designed new electronic correspondence control system; analyzed existing manual system, identified elements needed in a computer-based system, and implemented the new data base for tracking control correspondence, resulting in a more responsive, timely and accurate handling of important correspondence.
* Managed application process for new IDs for the Office of Management, evaluated and assessed the application process, created a software system to track applications, inputted data into the Department Security Tracking System, and monitored the system to ensure accurate and up-to-date employee identification information**.**
* Coordinated equipment needs for the Office of Management’s leadership meetings for approximately 35 people, contacted headquarters, regional offices, and the Department’s Help Desk to plan for teleconferences, and tested equipment ahead of time to see if it worked properly, resulting in successful meetings each month.
* Initiated effort to create a new filing system for the Office of Management, assessed needs for new system, determined necessary changes, and implemented the new system, which improved access to the files and increased the ease and speed of retrieval of important data.
* Assisted Directive Logistics Officer (DLO) with updating the Department’s on-line directives which improved the ease of accessing the directives and the departmental usage, and also served as the back up for the DLO.
* Managed delegation of administrative assignments and coordinated the work of other administrative assistants.
* Developed briefing book for the Director and Deputy Director of the Office of Management.
* Served as the Combined Federal Campaign Chairperson for Assistant Secretary and Executive Office of Management.
* Conducted business case analysis to identify products and services for mission requirements for automatic tracking system (iComplaints) in Capital Planning and Investment Control (eCPIC) for budget purposes.
* Oversaw Reasonable Accommodation Program, paid invoices for interpreter services, served as team leader for interpreters, reviewed reports to ensure accurate manpower hours before submission of invoices.

**U.S. Air Force, Pentagon,** Washington, DC

National Affairs Office, 08/1993 - January 2000

**Secretary, GS-0318-07**

* Coordinated Administrative Employee of the Year program, determined awards to be awarded, produced and distributed packages of materials to offices for selecting nominees.
* Coordinated logistics of program and hosted ceremony which later became an annual event that was highly successful and well attended.
* Reviewed materials for consistency with established policies, procedures, regulations, and legislation.
* Analyzed and revised program requirements, policies, and procedures for National Affairs Office.
* Responded to inquiries sent to White House with requests for use of Air Force bases, airplanes or technical assistance for motion pictures, NFL football games, parades, and other charity events.
* Managed tracking system for all incoming and outgoing documents.
* Handled classified and secret documents while maintaining them in safe and secure area.
* Maintained and tracked Air Force database for Air Force “fly-overs.”
* Prepared retirement letters for President’s signature and arranged for flags and “fly-overs” for Air Force retirees with more than 21 years of service.
* Chaired FWP committee, established and conducted monthly meetings, determined the needs of committee members for information or training, and implemented a professional development activity each month on topics identified by the membership.
* Recruited summer interns for Special Emphasis program committee, interviewed high school students at their schools for participation in the program and marketed the job opportunities at church meetings.
* Counseled summer interns about appropriate office attire and work behaviors for the Pentagon to ensure that the highest quality work standards were maintained.
* Participated on the Tiger Team, a subset of the EEO committee, for the purpose of providing feedback to the Air Force General in charge of Public Affairs.

**OTHER EDUCATION**

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