

Zainab Howard

📞 (269) 555-6724 ✉️ zainab.howard@example.com 🔗 linkedin.com/example/zainabhoward 📍 Kalamazoo, MI 49007

SUMMARY

Early career transition program analyst with two years of combined graduate research, grant focused academic work, and public sector internship experience. Supports economic transition initiatives through **program evaluation, stakeholder outreach**, field visit preparation, organized **sub grantee records**, and compliance documentation. Research work includes supplier transition programs, regional **economic development**, evidence libraries, evaluation matrices, interview guides, qualitative coding, and status summaries. Public service experience includes grant correspondence, project files, milestone tracking, site visit notes, eligibility research, and follow up coordination with businesses, nonprofits, and government contacts. Michigan based and prepared for remote administrative work with regular statewide travel. Brings clear writing, careful analysis, dependable records management, and a service focused approach that can support accountable program delivery and meaningful outcomes for communities.

EDUCATION

Master of Public Administration in Economic and Community Development
Western Michigan University GPA: 4.0
Coursework: Program evaluation, public budgeting, economic development, policy analysis

2027
Kalamazoo, MI

Bachelor of Arts in Public Policy
Michigan State University GPA: 4.0
Coursework: Public administration, policy research, quantitative methods, government relations

2025
East Lansing, MI

TECHNICAL SKILLS

- **Grant Administration:** Grant implementation, grant compliance, award records
- **Program Evaluation:** Evaluation frameworks, assessment matrices, outcome review
- **Research Methods:** Qualitative research, quantitative research, literature review
- **Data Analysis:** Data coding, milestone analysis, evidence synthesis
- **Documentation Systems:** Sub grantee records, source notes, file structures
- **Reporting Tools:** Status reports, progress summaries, compliance reports
- **Stakeholder Engagement:** Stakeholder interviews, public outreach, partner coordination
- **Field Operations:** Site visits, field notes, travel planning
- **Public Sector Programs:** Economic development, community development, government programs
- **Federal Grants:** U.S. Department of Energy, federal funding, grant period
- **Planning Methods:** Program planning, implementation planning, development planning
- **Office Applications:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint

SKILLS

- Grant implementation
 - Grant compliance
 - Program evaluation
 - Research and analysis
- Stakeholder outreach
 - Field visits
 - Sub grantee records
 - Status reporting
- Economic transition programs
 - Supplier conversion programs
 - Public sector programs
 - Qualitative analysis
- Quantitative analysis
 - Planning
 - Documentation management

EXPERIENCE

Graduate Research Assistant, Economic Transition Programs
University Research Lab

September 2025 - Present
Kalamazoo, MI

Support faculty supervised research on supplier transition and regional economic development programs. Maintain evidence libraries, evaluation materials, stakeholder research, field visit preparation, and traceable project documentation for public funding analysis.

- Built evidence libraries for **supplier transition research**, improving source traceability during faculty review.
- Created evaluation matrices comparing objectives, activities, participant needs, and documented outcomes across funding initiatives.
- Prepared interview guides and coded stakeholder conversations, surfacing themes for concise research briefs.
- Maintained project records and source notes, giving reviewers a clear path from findings to evidence.
- Drafted status summaries covering progress, observations, open questions, and follow up actions for partners.
- Prepared **Michigan** field visit materials, documentation checklists, and post visit notes for research teams.

Program Evaluation Analyst, Supplier Conversion Grant Study
Capstone Project

January 2025 - August 2025
Kalamazoo, MI

Developed a supervised evaluation study for a simulated **federally funded** supplier conversion program. Applied grant administration, compliance review, stakeholder **planning**, and data analysis methods to demonstrate disciplined program implementation.

- Designed an evaluation framework for a simulated **supplier conversion** grant, linking activities with intended outcomes.
- Created sub grantee file structures and compliance checklists, making sample award records easier to review.
- Analyzed 48 sample projects, identifying delayed milestones, implementation patterns, and technical assistance needs.
- Developed outreach plans for funded **businesses**, economic development partners, and public **agencies**.
- Produced a mock federal status report with activities, evidence sources, issues, and follow up actions.
- Presented recommendations connecting field observations and organized records with stronger program design decisions.

Program Support Intern, Community Development

June 2024 - December 2024

Public Service Internship

Lansing, MI

Supported municipal community development staff with grant records, local business research, project tracking, stakeholder coordination, site visit notes, and internal reporting. Helped preserve reliable documentation for timely public service decisions.

- Organized grant correspondence, project files, meeting records, and supporting documents for municipal review.
- Researched business support initiatives, summarizing eligibility, implementation approaches, and reported outcomes.
- Built project trackers covering milestones, documentation gaps, stakeholder questions, and follow up actions.
- Joined stakeholder meetings and site visits, recording structured notes on progress, needs, and risks.
- Drafted internal updates from source records and meeting notes, preserving links to supporting evidence.
- Coordinated schedules and follow up materials for business, nonprofit, and government contacts.

PROJECTS

Michigan Supplier Transition Evaluation 📅 2026

Worked with faculty and research peers to organize supplier transition evidence, compare program outcomes, and prepare field visit materials. Shared findings in clear formats that supported thoughtful review and practical program planning.

Federal Grant Compliance Study 📅 2025

Collaborated with classmates on a simulated grant evaluation, creating sub grantee files, reviewing sample evidence, analyzing milestone data, and presenting recommendations for accountable implementation.

LEADERSHIP & AWARDS

- Graduate Research Fellowship, Western Michigan University, 2026
- Public Service Capstone Recognition, 2025
- Dean's List, Michigan State University, 2024

CERTIFICATIONS

- Program Evaluation Basics 📅 2025
- Grant Writing and Management Foundations 📅 2026

PROFESSIONAL AFFILIATIONS

- Graduate Student Public Service Association, Program Committee Member
- Community Research Peer Mentor, Western Michigan University

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST