

Brianna Lozano

☎ (703) 555-6418 ✉ brianna.lozano@example.com 🔗 [linkedin.com/example/briannalozano](https://www.linkedin.com/example/briannalozano) 📍 Alexandria, VA 22314

SUMMARY

Executive resources and Federal human resources leader with 14 years of progressive experience directing executive personnel programs, **performance management**, **awards**, appointments, allocations, workforce policy, and regulatory compliance. Provides senior leaders and HR officials with defensible recommendations grounded in Federal laws, regulations, executive orders, HR policies, program data, and operational evidence. Leads executive appraisal system certification, **Presidential Rank Awards** processes, accountability reviews, cross agency coordination, and **executive resources information systems**. Produces clear studies, reports, briefings, correspondence, and recommendations for senior stakeholders and oversight organizations. Supervises HR professionals through priority setting, work review, performance evaluation, employee development, and personnel recommendations. Brings sound judgment, practical data stewardship, and collaborative program leadership to sensitive executive resources environments.

EXPERIENCE

Director, Executive Resources Programs

July 2023 - Present

National Workforce Strategy Council

Alexandria, VA

Directs **executive resources** programs across a multi organization public sector workforce, leading personnel actions, appraisal certification, awards, information systems, and HR professionals while giving senior leaders reliable policy guidance and decision support.

- Directed allocation and appointment reviews, clarifying evidence requirements for senior personnel actions.
- Reviewed appraisal systems and **certification** records, resolving compliance gaps before executive award cycles.
- Coordinated **Presidential Rank Awards** documentation, correcting eligibility issues before senior stakeholder review.
- Oversaw data reporting, **system enhancements**, user acceptance testing, and training for governed records.
- Supervised HR professionals through assignments, quality reviews, evaluations, coaching, and development plans.
- Prepared concise studies and briefings, turning **program data** into practical accountability **recommendations**.

Supervisory Human Resources Specialist, Executive Resources

March 2020 - June 2023

Federal Leadership Services Bureau

Washington, DC

Managed executive personnel casework and cross agency guidance, supervising HR specialists and translating Federal authorities into decision memoranda, corrective actions, performance advice, and timely program results.

- Managed appointment, allocation, rating, award, and performance cases through documented regulatory review.
- Prepared decision memoranda and **briefings**, giving senior leaders clear options for sensitive actions.
- Evaluated appraisal practices, guiding organizations through corrective action before **certification** milestones.
- Advised HR directors on **accountability** risks, documenting rationale and recommended disposition.
- Coordinated oversight initiatives, resolving operational differences during time sensitive **executive resources** work.
- Led specialist case reviews, improving technical consistency through feedback and development activities.

Senior Human Resources Specialist, Executive Personnel

January 2017 - February 2020

Public Service Human Capital Center

Baltimore, MD

Handled advanced executive personnel actions and program analysis, producing technical guidance, leadership reports, appraisal reviews, system requirements, and **user testing** results for complex Federal HR operations.

- Managed complex executive actions, applying **regulations** and policy to unusual personnel scenarios.
- Researched Federal authorities, producing technical guidance that helped HR partners resolve novel cases.
- Analyzed case trends, shaping **reports** and briefings around controls, priorities, and leadership decisions.
- Reviewed appraisal and award files, catching documentation gaps before higher level review.
- Defined **reporting** enhancements and tested calculations, workflows, and outputs against business scenarios.
- Coached newer specialists on research, written analysis, documentation, and stakeholder communication.

Human Resources Specialist

August 2014 - December 2016

Capital Region Personnel Office

Washington, DC

Delivered staffing and personnel advisory services for senior level actions, maintaining sensitive records, supporting performance and awards administration, and connecting regulatory research with practical manager guidance.

- Reviewed senior personnel packages, resolving missing evidence before final processing.
- Drafted policy summaries, connecting regulatory citations with practical implications for managers.
- Maintained sensitive data and recurring reports supporting workforce and executive resource decisions.
- Tracked performance and award schedules, keeping program offices aligned on documentation deadlines.
- Explained procedural requirements to HR partners, escalating novel questions with complete supporting facts.

Analyzed public sector HR information and procedures, maintaining datasets, preparing management products, researching authorities, and supporting reporting system testing through increasingly independent assignments.

- Analyzed personnel information, preparing structured findings for specialists and program managers.
- Maintained datasets and recurring reports used for deadlines and policy implementation monitoring.
- Researched statutes and **regulations**, documenting requirements for senior review.
- Prepared briefing materials that converted detailed program information into clear decision points.
- Executed reporting scenarios, recorded defects, and confirmed corrected system results.
- Supported sensitive workforce programs through reliable data stewardship and stakeholder service.

PROJECTS

Executive Appraisal Certification Review 📅 2023

Reviewed appraisal design, implementation, documentation, and compliance evidence across multiple organizations. Connected certification findings with award readiness and senior leader accountability decisions.

Executive Resources Reporting Modernization 📅 2021

Defined reporting requirements, tested calculations and workflows, and documented corrected outputs. Improved confidence in executive personnel data used for briefings and operational decisions.

LEADERSHIP & AWARDS

- Mentor, Federal HR Policy Mentoring Circle, 2022 to Present
- Program Committee Member, Public Sector Human Capital Forum, 2021 to 2024
- Recognized for reliable executive resources guidance and clear senior leader briefing materials

EDUCATION

Master of Public Administration

2012

Virginia Commonwealth University GPA: 4.0

Richmond, VA

Coursework: Federal policy, public budgeting, program analysis, organizational leadership

Bachelor of Science in Human Resource Management

2010

George Mason University GPA: 4.0

Fairfax, VA

Coursework: Personnel management, employment law, compensation, workforce planning

CERTIFICATIONS

- SHRM Senior Certified Professional 📅 2021
- Federal Human Resources Management Certificate 📅 2018

TECHNICAL SKILLS

- **Executive Personnel Programs:** Allocations, appointments, awards
- **Performance Management:** Appraisal systems, ratings, accountability
- **Federal Authorities:** Federal laws, regulations, executive orders
- **HR Policy:** Policy interpretation, technical guidance, procedures
- **Awards Administration:** Presidential Rank Awards, eligibility, documentation
- **Program Analysis:** Studies, reports, data analysis
- **Executive Communications:** Briefings, correspondence, decision memoranda
- **Information Systems:** Executive resources systems, data management, reporting
- **Quality Assurance:** Certification review, compliance review, case review
- **Testing And Training:** User acceptance testing, defect tracking, user training
- **Supervisory Leadership:** Work assignment, performance evaluation, employee development
- **Federal HR Compliance:** 5 CFR 300 Subpart F, suitability, credentialing

SKILLS

- Executive Resources
 - Federal HR Management
- Appointments
 - Performance Management
- Appraisal Certification
 - Federal Regulations
- Program Analysis
 - Data Management

- Personnel Actions
- Allocations
- Awards
- Presidential Rank Awards
- Executive Orders
- Senior Leader Advising
- User Acceptance Testing

PROFESSIONAL AFFILIATIONS

- Federal HR Policy Mentoring Circle, supporting peer development and practical policy exchange
- Public Sector Human Capital Forum, contributing to public sector workforce practice discussions

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST