

Akira Guerrero

Railroad Infrastructure Analyst

📞 (269) 555-1846

✉️ akira.guerrero@example.com

🌐 linkedin.com/example/akiraguerrero

📍 Kalamazoo, MI 49007

STRENGTHS

📁 Financial Review

Matched invoices and billing records with approved scopes in simulated projects, then traced discrepancies back to source evidence.

📁 Documentation Control

Organized audit ready files for faculty review. Clear naming and retention habits made missing support easier to spot.

🔍 Issue Analysis

Turned complaints, encroachments, and field observations into structured records. The approach gave follow up work a clear path.

👥 Stakeholder Coordination

Connected agency, railroad, contractor, and community viewpoints in issue briefs, helping discussions stay grounded in documented facts.

✅ Data Quality

Built checks for duplicate billing and inconsistent identifiers. Peers valued concise findings that moved review conversations forward.

SKILLS

Rail infrastructure analysis

Project documentation

Financial reconciliation

Contract review Work order review

Invoice review FRA requirements

FHWA requirements

Federal grant compliance

Rail asset management

Complaint tracking

Encroachment analysis

Data quality checks

SUMMARY

Early career **railroad infrastructure analyst** with supervised research experience supporting transportation asset management, project documentation, financial review, and public sector compliance. Academic work covered **project authorizations**, work orders, contracts, invoices, billing records, grant documentation, and corridor asset records. Spreadsheet based reviews identified discrepancies, traced source evidence, and documented **corrective recommendations** for multi project oversight. Research involved FRA and FHWA concepts, **federal grant requirements**, rail asset conditions, complaints, encroachments, and issue tracking. Clear briefs connected agency, railroad, contractor, and community perspectives. Presentations translated data quality findings for technical and nontechnical audiences. This preparation supports accurate records, sound financial review, reliable coordination, and practical analysis for state owned rail infrastructure programs.

EDUCATION

Bachelor of Science in Public Administration

Western Michigan University 🎓 GPA: 4.0 📅 2026 📍 Kalamazoo, MI

Coursework: Public Finance, Transportation Policy, Grant Administration, Records Management

TECHNICAL SKILLS

- **Rail Infrastructure:** Rail asset management, Corridor analysis, Field condition review
- **Project Controls:** Project authorizations, Work orders, Scope verification
- **Financial Review:** Invoice review, Billing reconciliation, Financial records
- **Contract Administration:** Contract review, Contract records, Support documentation
- **Federal Compliance:** FRA requirements, FHWA requirements, Federal grant compliance
- **Records Management:** Document control, Audit ready files, Retention practices
- **Data Quality:** Data validation, Identifier checks, Duplicate billing checks
- **Issue Tracking:** Complaint tracking, Encroachment tracking, Follow up status
- **Spreadsheet Analysis:** Microsoft Excel, Billing checks, Review trails
- **Stakeholder Coordination:** Transportation agencies, Railroad companies, Contractors

EXPERIENCE

Railroad Infrastructure Analyst Research Assistant

University Research Lab 📅 September 2025 - October 2026 📍 Kalamazoo, MI

Supported supervised rail infrastructure research through simulated capital project reviews, asset records, **financial documentation**, and stakeholder issue analysis. Prepared audit ready files and concise findings for faculty review.

- Linked project authorizations, **work orders**, **invoices**, and support with approved capital project scopes.
- Built spreadsheet billing checks, traced discrepancies, and documented corrective recommendations for faculty review.
- Applied FRA and federal grant concepts while organizing audit ready **project documentation** files.
- Maintained rail asset records covering simulated complaints, encroachments, and field condition observations.
- Prepared issue briefs connecting **transportation agencies**, railroads, contractors, and community perspectives.
- Presented **data quality** findings and documentation controls supporting stronger project oversight decisions.

Rail Asset Management Analyst

Capstone Project 📅 January 2025 - August 2025 📍 Kalamazoo, MI

Corrective recommendations

Stakeholder coordination

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Railroad Infrastructure Analyst Research Assistant at University Research Lab (1.1 Years)

Rail Asset Management Analyst at Capstone Project (7 Months)

Transportation Project Controls Analyst at Course Project (3 Months)

Created a supervised capstone workflow for a hypothetical state owned rail corridor, linking asset, inspection, financial, project, and stakeholder records. Delivered structured controls and recommendations for multi **project documentation**.

- Designed a corridor workflow linking asset, inspection, project, and stakeholder records.
- Reviewed **contracts**, authorizations, invoices, and financial records against scope and funding conditions.
- Created data quality checks for missing approvals, inconsistent identifiers, duplicate billing, and incomplete support.
- Developed an encroachment and complaint model with issue status and follow up fields.
- Mapped coordination among transportation staff, railroad operators, **contractors**, **FRA**, and FHWA stakeholders.
- Delivered **corrective recommendations** and retention practices for multi project **documentation control**.

Transportation Project Controls Analyst

Course Project 📅 September 2024 - December 2024 📍 Kalamazoo, MI

Completed supervised transportation controls work using a classroom rail improvement scenario. Analyzed schedules, budgets, funding rules, field notes, and review evidence, then presented findings on reliable delivery.

- Analyzed a rail improvement scenario using schedules, authorizations, **work orders**, invoices, and budgets.
- Reconciled planned and billed activity in spreadsheets while preserving a clear review trail.
- Compared **project documentation** with federal funding rules and identified clarification needs.
- Converted field condition notes into standardized asset and issue records.
- Drafted memoranda explaining **discrepancies**, evidence, assumptions, and corrective options.
- Briefed classmates on **financial oversight**, asset management, and documentation quality.

PROJECTS

State Rail Corridor Records Model 📅 2025

Built a structured model for corridor assets, complaints, encroachments, inspections, project records, and stakeholder follow up. The work connected field conditions with documentation status and corrective action planning.

Federal Grant Documentation Review 📅 2026

Developed a review framework for authorizations, work orders, contracts, invoices, billing records, and grant support. Findings highlighted evidence gaps, reconciliation needs, and practical correction paths.

LEADERSHIP & AWARDS

- Dean's List, Western Michigan University, 2025
- Undergraduate Research Presentation Recognition, 2026
- Transportation Policy Student Forum Project Coordinator, 2025 to 2026

CERTIFICATIONS

- Federal Aid Essentials for Local Public Agencies, FHWA Training Coursework 📅 2026
- Microsoft Excel for Data Analysis, Coursera 📅 2025

PROFESSIONAL AFFILIATIONS

- Transportation Policy Student Forum, Project Coordinator, 2025 to 2026
- Campus Peer Research Mentor, 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST