

Morgan Ellis

Program Analyst

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SUMMARY

Program analyst with eight years of federal and military experience in program evaluation, performance measures and budget analysis. Seeking a GS-0343-12 Management and Program Analyst position.

WORK EXPERIENCE

Program Analyst 04/2021 – Present

U.S. Department of Agriculture, Rural Development, Denver, CO

GS-0343-11 · 40 hours per week

- Evaluate the effectiveness of 3 regional grant programs worth \$48 million a year: design the measures, analyze quarterly data and brief the state director on findings and options.
- Led a review of grant processing that cut the average time from application to award from 94 to 61 days by removing two duplicate approval steps.
- Wrote 14 decision memos and briefing papers for senior leaders in the past year, including the recommendation adopted for the FY2025 staffing plan.
- Built the office's performance dashboard in Power BI from 4 data systems; it replaced a monthly manual report and is used by 30 managers.
- Prepare the program sections of the state office's annual budget request: workload projections, cost estimates and justifications reviewed by the national office.
- Monitor 85 grantees against program regulations and reporting requirements; found and resolved \$310,000 in questioned costs during FY2024 reviews.
- Trained 22 staff in 4 field offices on the revised grant procedures and wrote the desk guide they use.

Management Analyst 06/2018 – 03/2021

Ridgeline Consulting Group, Aurora, CO

40 hours per week

- Analyzed workload and cost data for state and local government clients and wrote recommendations on staffing, process and budget.
- Redesigned a county permit process with staff from 5 departments; median permit time fell from 31 to 19 days.
- Built cost models for 12 client engagements and presented findings to city managers and elected boards.
- Surveyed 1,400 residents for a transit agency and turned the results into service changes adopted in its 2020 plan.

Logistics Specialist (Sergeant) 05/2014 – 05/2018

U.S. Army, Fort Carson, CO

E-5 · 40 hours per week

- Tracked and reconciled equipment worth \$6.2 million for a 120-person unit with no losses in 3 annual inspections.

EDUCATION

Master of Public Administration 12/2020

University of Colorado Denver · GPA 3.8/4.0

Bachelor of Science, Business Administration 05/2014

Colorado State University · GPA 3.4/4.0

CERTIFICATIONS AND TRAINING

Lean Six Sigma Green Belt, ASQ 09/2022

Grants Management Certificate, Management Concepts 03/2023

SKILLS

Analysis: Program evaluation, Performance measures, Cost-benefit analysis, Process improvement

Tools: Power BI, Excel (advanced), SQL, SharePoint

ADDITIONAL INFORMATION

- Security clearance: Secret (inactive since 2018)