EVAN SIROTA

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Summary Driven professional who is a dedicated self-starter that is highly organized, detail oriented, and efficient in fast- paced multitasking environments. In addition, who is decisive, works effectively as an individual contributor and as part of a team with the ability to adapt and learn. Current

Top-Secret/SCI Clearance.

Skills Self-Motivated, Goal Oriented, and Adaptable

Exceptional Research and Data Gathering Skills

Strong Organizational and Time Management Skills

Strong Analytical and Problem-Solving Abilities Decision Making and Innovation Capabilities

Excellent Interpersonal and Communication Skills

Knowledge of Local/National Policies and Current Events

Strategic planning abilities Data evaluation

# Relevant

Experience

## Program Analyst

Client Solution Architects | Toms River, NJ

05/2019 - Current

Provide organizational support to DoD personnel, to include coordination, activation, implementation, and structural integrity of planned initiatives and contract evolutions for Foreign Militaries Sales Navy Program.

Track, maintain, and update a Navy wide database.

Support the Kuwait and Japan militaries by providing monthly data reports with over 3000-line items.

Perform various tasks related to the development, operation, evaluation, and improvement of weapon systems supportability and maintainability programs and information systems.

Collect, compile, analyzes, investigate, research, and apply logistics, maintenance, acquisition, and financial data and information.

Develop, modify, prepare, and validate documentation in relation to automated logistics or maintenance data reporting systems, and management information systems.

Performed in-depth analysis to help solve diverse problems with program implementation and operations.

Assessed program risks by reviewing plans and analyzing available data. Collaborated with DoD to manage organization's goals and objectives.

## Partnership Services Assistant

Minor League Baseball- Lakewood BlueClaws | Lakewood, NJ

02/2019 - 05/2019

Assisted the partnership sales and service departments through management of all Lakewood BlueClaws partner agreements.

Tracked social media data from sponsored posts.

Participated in servicing sales accounts and creating sales proposals.

Contributed to the proof-of-performance process and sponsor networking programs. Responsible for various game day activation functions.

Improved operations by working with team members and customers to find workable solutions.

Worked closely with team members to deliver project requirements, develop solutions, and meet deadlines.

## Analyst Intern

Ocean County Prosecutors Office- Intelligence Unit | Toms River, NJ

06/2016 - 08/2016

* Assisted criminal investigators by coordinating investigative efforts along with attending state terrorism and prevention meetings.
* Prepared case files for registrants contacting local law enforcement agencies for reports and documentation and contacting State agencies for reports and documentation.
* Reviewed all documentation received and organized the information into a cogent file for use of the Unit Assistant Prosecutors for court hearings.
* Prepared discovery packages for defense counsel.
* Gathered and analyzed diverse types of data from Federal, state, local and public agencies.
* Created and conducted statistical and research projects.

# Education

**Bachelor of Science**: Security Studies and Political Science East Carolina University | Greenville, North Carolina

3.5 GPA

05/2018

Training FEMA Independent Study Courses

ICS-100, ICS-200, IS-230, IS-450, IS-3, and IS-5 completed