

CATALINA GARCIA

• 1970 NW 32nd Court, Oakland Park, FL • 4catalinagarcia@gmail.com • 703.310.9732 •

SUMMARY OF QUALIFICATIONS

- Current Top Secret Security Clearance
- United States Marine Corps Veteran. Honorable Discharge. 30%+ Disabled Veteran.
- Skilled and passionate about data analytics and visualization to inform stakeholders.
- Able to work in a fast-paced, dynamic, and collaborative environment.
- Proficient in Microsoft Office Suite, Power BI, SharePoint, and Windows Operating System.

EDUCATION

George Mason University, Fairfax, VA **Graduated May 2016**
Bachelor of Science, Management, Magna Cum Laude

Florida Atlantic University, Boca Raton, FL **January 2025 – Present**
Master's in Business Analytics, Summa Cum Laude *Anticipated graduation May 2026*

WORK EXPERIENCE

Human Resources Consultant GS-0201-13 (40 hours/week) **June 2024 – December 2024**

Office of Personnel Management (OPM), Human Resources Solutions

- Served as a project lead or manager on a variety of workforce planning related HR projects.
- Gathered information about organizational strengths, challenges, and future priorities that must be addressed by interviewing key stakeholders. Facilitated focus groups and interviews with staff and leaders. Designed, developed, and administered forms, surveys, or other electronic data collection tools to obtain information from the customer workforce. Compiled, reviewed, and validated quantitative data received from customer databases or previous studies.
- Analyzed qualitative and quantitative data, particularly workforce, workload, skill gaps, retention, and retirement data, to develop comprehensive findings and recommendations for customers' data-based decision making. Produces meaningful tables, charts, graphs, and other forms of data communication. Ensured attention to the security and confidentiality of personnel data when it is gathered, analyzed, and shared.

Program Analyst (HR Special Projects Manager) GS-0343-14 (40 hours/week) **October 2023 - June 2024**

Lead Human Resources Specialist (Classification) GS-0201-14 (40 hours/week) **October 2021 – October 2023**

Management Analyst GS-0343-13 (40 hours/week) **September 2020 – October 2021**

Drug Enforcement Administration (DEA), Human Resources Division

- Served as a project lead and program manager on a variety of HR projects and programs.
- Assisted in the development of HR Policy and provided advisory and guidance to stakeholders. Independently proposed major organizational strategic initiatives and defined the parameters to accomplish the mission.
- Developed and maintained analytical data and visualization reports, such as Power BI Dashboards and Microsoft Excel Pivot Tables focusing on position management and organizational design. Conducted research and developed possible solutions.
- Managed and oversaw the performance and production of the Classification Team, which consisted of five contractors and three Federal HR Specialists (Classification). Monitored their daily activity and provided administrative and technical supervision, as well as provided guidance to employees and customers. Reconciled conflicting viewpoints to deliver high-quality products and timely service. Resolved informal complaints of team members and, if necessary, elevated formal requests through the proper channels.
- Consulted with DEA Managers and staff of all levels to determine their classification and position management needs. Provided guidance and collaborated on the development of solutions for complex and potentially controversial or sensitive requirements, addressing organizational design and considering the impact on the existing workforce while ensuring the outcome is in compliance with HR policies, procedures, and position management principles and practices.
- Maintained data integrity of DEA positions by periodically exporting and merging manpower and HR data from multiple sources (T/O, Onboard Report, and Personnel Management System Online) in the absence of an automated system that links onboard employees to the position description they are currently assigned to. This internal database aided in the efficient and expedited review of requests for recruitment or identifying the applicable position descriptions. Routinely produced and provided informative and reliable manpower reports to senior leadership. Whenever applicable, submitted recommendations to the Financial Management Division, requesting an update to the T/O or a recommendation for reassignment to a valid PD, reducing discrepancies in this data.
- Reviewed and validated all requests for recruitment actions in order to ensure a valid and correct position description was used for all newly hired employees. If a discrepancy existed, a consultation was done with the requester to evaluate manpower needs,

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identify problems with manpower and structure, and determine if a request for classification review or a request to update the T/O was required. Established an internal SharePoint tracker to expedite the review of these requests, monitor actions needing corrective action, and track metrics.

Management Analyst GS-0343-13 (40 hours/week)

October 2018 – September 2020

Deputy Commandant for Information (DC I), Headquarters Marine Corps, Pentagon

- Served as Deputy Commandant for Information (DC I) Human Resources Liaison and Manpower Analyst.
- Expert at using Marine Corps Management Information Systems such as Total Force Structure Management System (TFSMS), Total Workforce Management System (TWMS), and Defense Civilian Personnel Data System (DCPDS) to view and manage Manpower, Fiscal, and Human Resources data in order to determine manpower needs, identify problems with manpower and structure, and evaluate manpower allowances and staff requirements.
- Processed all Requests for Personnel Action (RPA) (SF52) for recruitment and classification actions on behalf of the supervisors. Advised on recruitment sources and available direct hiring authorities, coordinated interviews, and participated in hiring panels in accordance with merit principles. Established an interview question library and standardized scoring sheet. Organized and represented DC I at hiring fairs.
- Submitted Table of Organization and Equipment Change Request (TOECR) in TFSMS. Reviewed TOECRs from subordinate units for DC I approval, requiring validating feasibility, Manage To Payroll (MTP), adherence to HR principles and practices, compliance with DC I, HQMC, and Total Force Structure Division processes and procedures.
- Technical expert on all civilian personnel matters related to the DC I realignment/reorganization of existing structure. Developed organizational charts for the entire department and provided recommendations for the optimal organization.
- Provided informative and reliable reports to senior leadership for the status of classification/recruitment actions, vacancy/manning levels, and other manpower related data calls.
- Developed new methods to measure program accomplishments, results, and effectiveness to improve efficiency by identifying, proposing, and devising new organizational structures, realignment of functions, and/or staffing levels.

Management Analyst GS-0343-13 (40 hours/week)

December 2016 – September 2018

Total Force Manpower (OPNAV N12), NSF Arlington, VA

Management Analyst GS-0343-12 (40 hours/week)

February 2009 – December 2016

Administration & Resource Management Division (AR Div), Headquarters Marine Corps

Administrative Support Specialist

June 2008 – February 2009

Kforce Government Solutions (KGS), Fairfax, VA

Marketing Department Administrative Assistant and Events Coordinator

July 2007 – June 2008

Senior Administrative Assistant to the Executive Staff

September 2006 – July 2007

Marine Corps Association, Quantico, VA

Administrative Clerk

June 2003 – May 2007

United States Marine Corps, Washington, DC

AWARDS AND RECOGNITION

2023 Performance Plan – Rating 4.8 Outstanding

2021 Performance Plan – Rating 4.2 Excellent

2022 Nominated for DEA HR Employee of the Year

2020 Dept of Navy Civilian Service Commendation Medal

2022 Performance Plan – Rating 5.0 Outstanding

Navy Marine Corps Achievement Medal (x2)

2022 On the Spot Cash Award

Certificate of Commendations (x3)

REFERENCES

Mr. Roy Geberth

Former Supervisor for 6 years

geberthr@gmail.com

540.220.5835

Mr. Stephen Ramp (SES) (Retired)

Director, Workforce Division

stephen.ramp@gmail.com

571-465-6563

Mr. Robert Gattuso

Professional Reference

540.840.1210