

## ARLENA Y. NEWSON

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### PROFESSIONAL SUMMARY

**Policy and Program Manager** and **Military Veteran** with a Secret Security Clearance leveraging over 10 years of proven experience in government affairs, management efficiencies, monitoring budgets, and organization realignments. Possesses a comprehensive background in the development of policy, managing enterprise efforts to advance organizational strategic and implementation of workflows, risk management, and critical thinking. Proficient communicator with the ability to lead cross-functional teams of 10+ with analyzing data, information and developing creative solutions. Managed and trained teams of up to 30 personnel while accountable for property, equipment, facility operations, program budgets, contracts, and assets valued up to \$5M.

- Project Planning
- Budgets and Forecasting
- Project Reporting
- Agile-Waterfall Hybrid
- Process Implementation
- Data Mining and Visualization
- Issue/Risk Management
- Military Operations
- Legal Compliance

### PROFESSIONAL EXPERIENCE

**Policy & Program Manager** (Remote from Inverness, FL)

**Synergy Business Innovation & Solutions – Arlington, VA**

**Contractor | United States Air Force Headquarters**

**September 2017 – Present**

Developed and participated in short and long-range development, planning, and implementation of Air Force Departmental Publishing Office (AFDPO) plans of actions, defining the roles and missions in Air Force directives.

- Conduct risk assessments by generating reports using a variety of data-mining and presentation tools, implement new controls and solutions, provide a readjustment of project benchmarks to meet the original suspense set by the Secretary of the Air Force
- Monitor compliance using metrics, track project deliveries through to implementation, to meet project deadlines with a quarter of the project remaining
- Communicate emerging issues and expectations by performing strategic communications outreach to improve stakeholder relations, and prepare briefings to update the Executive Committee
- Evaluate process documentation, data, and flowcharts to determine risks; make recommendations to reduce compromising policy and procedures, and work cross-functionally to implement changes
- Provide assistance in the analysis of basic regulations, directives, and program guidance; assisted in the collection, review, and analysis of program and project schedules, managerial and financial reports to determine program status.

**Policy & Program Manager**

**Weris, Inc. – Alexandria, VA**

**Contractor | Defense Travel Management Office (DTMO) Headquarters**

**April 2016 – August 2017**

Ensured the Joint Travel Regulations (JTR) maintained compliance with fiscal policies and procedures according to federal, state and local laws, rules, regulations, codes and statutes to prevent violations.

- Researched public laws, decisions of the Government Accountability Office (GAO), directives, regulations, policies, and legal statutes for accuracy; authored comprehensive reports detailing relevancy of revised variations; reduced wait time for DoD employee reimbursements
- Identified wrongful disbursements due to out of date regulations, submitted corrective action via a legal brief of urgent changes to the project manager for submission to both General Counsel and the MAP/CAP committee; saved the Defense Travel Management Office Headquarters \$2.5M.
- Provided comprehensive project-level requirements analysis as the Information Technology (IT) subject matter expert for projects and initiatives undertaken to plan, engineer, and implement publication software content development; coordinated with developers and technical team members to write white papers for DoD Executives
- Facilitated processes to decompose high-level business and system requirements to derive atomic technical, performance, functional, non-functional, design, interface, and physical requirements at the project level.
- Monitored and reported on various management programs, developed reporting tools, and composed presentations for Executives and senior military officials

**Paralegal Specialist**

**United States Department of Justice – Washington, DC**

**October 2014 – April 2016**

Initiated multi-agency cooperation to obtain copies of investigation reports from the National Transportation Safety Board (NTSB), emergency personnel, coroner, medical records, training records, and copies of news reports for the Senior Trial Attorney to use as exhibits.

- Researched and updated required materials needed for firm and partners using Westlaw and LexisNexis to assist with finalizing legal briefs for the District, Circuit, Appellate, and Supreme Court
- Prepared discovery documents through redacting personally identifiable information (PII), separated privileged documents, tracked pages using bates numbers, indexed documents that were sent/received and forward data information to experts for interpretation
- Collaborated with subject matter experts to gather relevant weather data, Air Traffic Control (ATC) data, and information on the aircraft and the operators
- Monitored the expert contract budget by implementing tracking expense sheets utilizing Excel to ensure proper payments; prepared OBD47 packets (Statement of Work, Expert Witness Agreement, and Budget) to request additional funds for experts, subpoena witnesses, and coordinate travel arrangements for the trial

**MILITARY EXPERIENCE**

**Aircrew Flight Equipment (AFE) Craftsman, E5**

**United States Air Force – Moody AFB, GA**

**November 2008 – November 2014**

Supported the Flight Chief and Flight Equipment Officer (FEO) by conducting quality assurance checks to verify inspection compliance and tracked trends to determine training modifications.

- Led a team of enlisted as the Non-commissioned Officer-in-Charge (NCOIC) during a six-month deployment to provide security and assisted with maintaining air support during the Afghanistan Presidential Elections
- Forecasted equipment items based on the fiscal year and \$80K budget; identified mission critical wartime requirements for personnel and equipment to ensure sustained readiness and unit mobility
- Developed the curriculum for and scheduling of mission essential CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) materials equipment training to train A10 pilots on mitigating contaminants, and maintained 100% flight currency in compliance with Air Force regulations.
- Managed Quality Assurance program for flight inspections with the accountability of outlining policies and procedures, documented internal audits and analyzed non-compliance issues; this highlighted training inefficiencies and resulted in revamping the training program to decrease discrepancies and increased training 60%
- Legislative Affairs representative for the Air Force Sergeants Association (AFSA); responsible for interpreting and presenting Congressional changes to base personnel; those affected by the changes were provided with instructions on notifying their Congressional representative to alter the direction of the policy
- Public Affairs Representative for the First 4 Airman Council in Afghanistan; built the website to report upcoming events, hosted fundraisers and raised \$20K, and distributed meeting minutes; proceeds from the fundraiser were used to build a memorial statute for a fallen Airman
- Annotated training records, supervised, trained, monitored, disciplined, counseled and wrote performance evaluations for Airmen

## EDUCATION

- M.A. Public Policy; George Mason University – SCHAR School of Policy Arlington, VA
- M.A. Certificate, National Security; George Mason University – SCHAR School of Policy, Arlington, VA
- M.A. Certificate, Security Management; American Public University, Charles Town, WV
- B.A. International Relations; American Public University, Charles Town, WV

## CERTIFICATIONS

- Project Management Professional Certificate of Program Completion
- Notary Public, Commission Expires June 19, 2020
- IBM Data Science Foundations Level I
- Hazardous Materials Classification
- Records Management

## TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint, and Project (Expert)
- Microsoft SharePoint Administrator (Intermediate)
- Microsoft Visio (Intermediate)
- Adobe Acrobat and Design (Expert)
- Data Mining (Expert)
- Mac/Microsoft Windows (Expert)

## AFFILIATIONS

- Citrus County Sheriff's Community Emergency Response Team
- Women in Defense, non-board member
- Golden Key International Honor Society
- Officer Board of the Pi Gamma Mu Honor Society (WV), Advisory Committee
- Air Force Sergeant's Association (Former Legislative Affairs Representative)
- Women in Military Service for America Memorial Foundation
- George Washington Memorial Society Charter Member

## AWARDS

- Women in Military Service for America's Historic Roll of Honor, July 2015
- USAF Commendation Medal, November 2014
- USAF Good Conduct Medal (Oak Leaf Cluster), November 2014
- USAF Achievement Medal (Oak Leaf Cluster), July 2014
- USAF Meritorious Unit Award (Oak Leaf Cluster), May 2014
- USAF Afghanistan Campaign Medal, April 2014
- USAF Green Flag East Superior Performer, July 2013
- USAF Good Conduct Medal, November 2012
- USAF Red Flag Superior Performer Award, September 2012
- USAF Airman of the Quarter (Flight and Squadron), July 2012
- USAF 23d FG Aircrew Flight Equipment Airman of the Year, December 2011
- 9th Air Force Air Combat Command Superior Performer Award, December 2011
- 9th Air Force Air Combat Safety Award, December 2011
- USAF Airman of the Quarter (Flight and Squadron, December 2011
- USAF Achievement Medal, August 2011
- USAF Meritorious Unit Award, May 2011
- Top III Council Outstanding Performance Award, August 2011
- USAF Airman of the Quarter (Flight and Squadron), August 2010
- USAF First Term Airman Center Superior Performer Award, April 2009