

Contact

www.linkedin.com/in/marcella-richardson (LinkedIn)

Top Skills

Public Speaking
Leadership
Microsoft Office

Honors-Awards

2020 Alumni Award of Distinction for Public Service

Marcella M. Richardson, MPA

Motivated Director & Strategist
Washington DC-Baltimore Area

Summary

Enthusiastic and forward-thinking director with expertise in coordinating projects, managing complex budgets, and overseeing stakeholder relations. Possesses over a decade of experience working for both municipal and federal levels of government.

Exemplifies multidisciplinary managerial skills in process, procedure, and policy improvement initiatives. Demonstrated ability to build rapport and establish mutually beneficial relationships with cross-functional teams and strategic partners. Skilled multi-tasker with strengths in developing, planning, and implementing programs that produce results.

Skill Highlights:

- 10+ years of experience working in the public sector with expertise in setting and overseeing office goals, developing policies and procedures, and managing relations with personnel and stakeholders
- 6+ years of Congressional experience with the ability to excel in a fast-paced deadline driven environment; proficient in delegating tasks, making tough decisions, and providing staff with mentorship opportunities
- Motivated self-starter recognized for successfully creating and executing an annual budget of over \$3 million dollars as the Director of Operations for Senator Gary C. Peters
- Excellent communicator with the ability to have authentic dialogue around sensitive issues; experience working as part of a multidisciplinary team and collaborating with individuals from diverse backgrounds
- Successfully builds partnerships with government agencies, foundations, stakeholders, and policymakers regarding policies and programming that impacts the greater community

- Adaptable and innovative professional demonstrated by creating a transition plan that would allow for the safety of staff and constituents by shifting all office operations to remote status during a global pandemic; developed strategies to keep staff engaged and inspired and kept senior staff and Senator informed about concerns

- Showcases event management and relationship building strengths by skillfully organizing an annual staff professional retreat for 5 years; developed a safe space for staff to come and speak openly on issues regarding office structure

Feel free to connect on LinkedIn or by email at: richa484@gmail.com

Experience

U.S. Department of Homeland Security
Associate Director, Intergovernmental Affairs
October 2021 - Present (1 year 11 months)
Washington, District of Columbia, United States

United States Senate
Director Of Operations
2015 - October 2021 (6 years)
Washington D.C. Metro Area

- Demonstrates effective managerial skills by successfully supervising front office operations for the Senator's Washington, D.C. office; develops operational functions essential for increasing staff productivity
- Illustrates strengths in superior communication and team collaboration by working alongside senior staff to develop new strategies to achieve office goals and objectives in both Washington D.C. and 7 state offices
- Proven ability to manage events and finances demonstrated by planning and executing the annual office budget and control cost as well as all major outreach events for the Washington D.C. office
- Highly organized planner illustrated by the creation and implementation of strategic plans to manage and retain talent within the organization; manages annual staff retreats and training opportunities to improve leadership strength
- Dedicated to process optimization by monitoring office policies and developing new operational procedures resulting in an increase in efficiency across all departments

U.S. House of Representatives

Legislative Aide

2012 - 2015 (3 years)

Washington D.C. Metro Area

- Illustrated strengths in research and written communication by conducting research, drafting memoranda, and advising on policy issues relevant to Head Start and K-12 Education
- Served as a liaison between the member and other congressional staff, members, the White House, and government offices/agencies to arrange for the member's attendance at meetings
- Showcased project management and administrative strengths by effectively scheduling requests, travel and logistics, coordinated events and meetings, and managed daily office operations
- Drafted, tracked, and edited analysis of congressional hearings of the House Workforce and Education committees and shared findings with the congressman
- Demonstrated interpersonal leadership and administrative skills by serving as the front office manager for the congressman's D.C. office; supervised and managed congressman's internship program (5 interns per session)
- Proven ability to oversee daily operations demonstrated through strengths in event management, scheduling, and logistics including oversight of congressional and White House tours

City of Detroit

7 years

Assistant City Council Liaison

2011 - 2012 (1 year)

Greater Detroit Area

- Represented the mayor's executive office during daily meetings, which included attending all city council sessions, city council committee meetings, public hearings, and meetings with council members
- Showcased strategic planning and policy development skills by aggressively implementing the administrations' policies, contracts, and initiatives via the city council
- Illustrated strengths in collaboration and relationship building by serving as the liaison and point of contact for Detroit city council members, staffers, and the city clerk's office with a focus on promoting communication
- Demonstrated active listening and conflict resolution skills by effectively resolving constituent complaints, concerns, and issues; interacted with all city

departments to resolve city council matters regarding both community and business services

Senior Public Policy Analyst

2009 - 2011 (2 years)

Greater Detroit Area

- Displayed strengths in organization and planning by preparing and administering agendas for various committees and meetings including the Detroit City Council's formal sessions
- Showcased interpersonal and community liaison skills by representing the city council president at various events and served as a liaison between the offices for the City Clerk, City Council Division, and Mayor's Legislative Affairs
- Researched and wrote policy impact statements and provided guidance on diverse legal issues involving state law, the city charter, and city ordinances
- Exhibited strengths in financial management and budget analysis by preparing detailed reports for 15 city departments during the annual budget process

Public Policy Analyst & Community Liaison

2005 - 2009 (4 years)

Greater Detroit Area

- Illustrated superior writing and analysis skills by reading and writing ordinances, policy statements, resolutions, and various correspondence from city departments and stakeholders ensuring both accuracy and timely completion
- Displayed excellent interpersonal skills by serving as a liaison between community leaders and assigned city department officials resulting in an improvement in communication efforts within the community
- Demonstrated strengths in relationship building and community relations by representing the council member at community meetings and special events

Education

Central Michigan University

Master of Public Administration - MPA, Non-Profit/Public/Organizational Management

Michigan State University

Bachelor of Arts - BA, Public Administration and Public Policy