

# HIRA QURESHI

(b)(6)

## WORK EXPERIENCE

### **Biden For President**

**Philadelphia, PA**

*Director of Operations Special Projects*

August 2019 - Current

- Work closely with the Head of Operations and COO to oversee day-to-day national operations, implement policies and procedures, and manage the allocation of company assets and resources
- Supervise 4 operations associates by defining team benchmarks, delegating tasks, and providing performance feedback
- Architected an efficient hiring and onboarding process that allowed the 200+ person organization to scale to 3000+ over a 3-month rapid expansion period
- Oversaw company payroll of \$3M by resolving variances and ensuring on-time submission on a bi-weekly basis
- Diagnosed issues and designed solutions to refine interdepartmental workflows, leading to 40% increase in efficiency
- Devised process to transition from in-person to entirely virtual operations by leveraging systems and building processes to improve coordination and communication across teams
- Optimized logistics planning to redeploy 160 staff members across the nation to critical roles, resulting in robust teams that provided necessary support to win delegates for the Democratic Party presidential primaries

### **Artlin Consulting**

**Washington, DC**

*Senior Consultant, Lead Business Analyst (Government Accountability Office)*

May 2017 - July 2019

- Developed comprehensive understanding of end user needs to identify and prioritize product innovation opportunities, increasing product performance and user experience by 35%
- Defined 1000+ emerging business requirements, prioritized solutions to address, and developed road plan to implement product strategy
- Synthesized technical processes to provide executive-level communications on product updates on a weekly basis
- Promoted off-cycle within company after 16 months (typical 24 months) due to strong performance

*Data Analyst and Policy Consultant (Department of Defense)*

September 2016 - April 2017

- Collaborated with cross-functional team to architect a data framework and process model for Major Defense Acquisition Programs (MDAPs) to support and facilitate the Department of Defense's data governance
- Spearheaded policy research on the latest defense acquisition laws and regulations to develop system requirements and synthesized implications for senior leadership

### **White House Internship Program, Obama-Biden Administration**

**Washington, DC**

*National Economic Council Intern*

June 2016 - August 2016

- Supported economic and trade policy advisors with strategic planning efforts to advance the Trans-Pacific Partnership (TPP) trade deal through Congress
- Researched and developed policy memos on trade trends in Asia-Pacific to assess geopolitical challenges
- Participated in the planning and execution of the Singapore State Visit to organize coordination of 200 guests

### **New Profit**

**Boston, MA**

*Policy and Research Intern*

January 2016 - May 2016

- Conducted research to identify the key players, scope of work, and impact of organization providing political leadership training programs
- Interviewed 15 target organizations to inform pipeline development to help achieve goal of increasing the number of underrepresented minorities to run for office

### **Massachusetts Health Policy Commission**

**Boston, MA**

*Market Performance Intern*

September 2015- December 2015

- Developed a database to monitor the performance of Massachusetts health care payers and providers over a 5-year period

- Examined entities that exceeded cost growth benchmark to help develop Performance Improvement Plans
- Created graphics and fact sheet reports for senior policy analysts to show results of cost trends

**Department of Defense, Pentagon**

**Washington, DC**

*Operations Analyst Intern*

June 2015 - August 2015

- Analyzed complex data set to interpret and model operational cost trends of 13 legacy tactical platforms
- Revamped existing analytical tools using Excel modeling to more accurately measure cost per flying hour
- Presented research findings to senior department leaders, which resulted in a business case to apply energy efficient resources to weapon system platforms

**United Parcel Service (UPS), World Headquarters**

**Atlanta, GA**

*Business Strategy Intern*

June 2014 - August 2014

- Supported the execution of corporate strategy for new Aerospace and Defense Division to accelerate the business acquisition process from 7 months to 3 weeks
- Revised Enterprise Sales Coverage Model for new space to analyze over 100 opportunities and developed methodology to segment high potential accounts, totaling in 15 new aerospace customers (\$1B UPS opportunity)

**Office of Congressman John Lewis, District Office (GA-05)**

**Atlanta, GA**

*Congressional Intern*

June 2013 - August 2013

- Aided the Front Office with scheduling, press clips and incoming phone calls in a fast-paced office
- Corresponded with federal agencies to expedite high-priority constituent casework
- Improved office relationship with constituents through handling casework in an effective and timely manner

**EDUCATION**

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**Tufts University**

**Medford, MA**

*Bachelor of Arts in Economics and Community Health*

May 2016

**Honors:** Gates Millennium Scholar Recipient; Honos Civicus Graduate; Tisch Scholar of Public Service; Dean's List

**Activities:** Senate Representative; Diversity & Inclusion Committee; Allocations Board

**SKILLS**

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**Security Clearance:** (b)(7)(E)

**Technical:** Advanced MS Excel; MS Access; Sharepoint; Jira Software; SQL; QuickBase

**Certifications:** Certified ScrumMaster (CSM)

**Language:** Fluent in Urdu/Hindi