

Contact

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Top Skills

Policy Analysis
Public Policy
Political Science

Languages

Spanish

Certifications

LEED Green Associate
LEED AP O+M

Cecilia A Hernandez

Designated Federal Officer, USDA Equity Commission
Washington, District of Columbia, United States

Summary

Experienced Program Analyst with a demonstrated history of working in the federal government. Skilled in International Relations, Policy Analysis, Environmental Sustainability, Budgeting, Strategic Planning and Performance Management. Strong professional with a Master of Public Administration (MPA) focused in Urban and Regional Affairs from the University of Pittsburgh.

Experience

USDA

Federal Designated Officer, Equity Commission
December 2021 - Present (1 year 8 months)
Washington DC-Baltimore Area

GSA

Management Strategist
July 2020 - December 2021 (1 year 6 months)
Washington DC-Baltimore Area

USDA Office of Budget and Program Analysis

7 years

Program Analyst

June 2016 - July 2020 (4 years 2 months)

Manage the Department's strategic and performance framework, including: complying with the Government Performance Results Act, Modernization Act of 2010 by coordinating and developing performance metrics during the annual budget process, leading the quarterly strategic review meetings, managing the production of USDA's annual Agency Financial Report performance's section.

Manage the budget proposal formulation process for USDA' staff offices including writing budget justifications; reviewing federal regulations laws and procedures to ensure compliance; and regularly advising policy officials and agency heads on budget requests.

Advise, present ideas, conclusions and recommendations to USDA's senior leadership including the Performance Improvement Officer on critical policies regarding strategic planning and evaluation, reporting compliance, enterprise risk management, performance improvement accomplishments to improve communication and performance management across the Department.

Program Analyst, USDA Departmental Management

August 2013 - May 2016 (2 years 10 months)

Washington D.C. Metro Area

Assist in developing the annual Department-wide greenhouse gas emissions inventory and energy data report in accordance with Executive Order (EO) 13514 requirements by compiling the data and reports from USDA landholding agencies.

Assist in developing the Department level and Agency sustainability scorecard that measures the Department's and Agencies' progress in achieving numerous sustainability and energy goals, in addition, provide the scorecards to the agencies and brief agencies on their individual scores.

Review and rank on a quarterly basis a sample of approximately 60 USDA solicitation contracts on the inclusion of biobased, energy efficient, environmentally preferable and recycled content products language and clauses as required by EO13514.

Track the USDA Office of Operations energy and water consumption used to; compile the annual USDA greenhouse gas emission inventory and energy data report, update agency data to the Department of Energy's Compliance Tracking System and the Environmental Protection Agency's Portfolio Manager.

Manage the USDA Headquarters waste minimization & recycling program by tracking the amount of recyclables on a monthly basis, annually updating the waste and recycling report, developing and providing training to the janitorial staff and planning and executing outreach events.

Organize and co-lead official tours of USDA Headquarters' sustainability initiatives; develop signup instructions page on the USDA sustainability webpage and develop notification of the event for display on the USDA Headquarters monitor screens.

Support Agency Green Teams in improving their compostable waste diversion program, recycling rate and other sustainability initiatives by attending biweekly conference calls and meetings, providing outreach materials, and technical support.

Office of Management and Budget

Detailee

February 2018 - August 2018 (7 months)

Washington D.C. Metro Area

USDA Office of the Deputy Secretary

Coordinator

January 2016 - March 2016 (3 months)

Supported the Office of the Secretary and Deputy Secretary Office by responding rapidly to varying, often time-pressured assignments including developing high-level factsheets, talking points, questions, background for the USDA Secretary and Deputy Secretary's key meetings with stakeholders. For example, successfully developed a USDA land tenure presentation that highlighted background information and importance of land tenure, USDA's land tenure accomplishments as well as future goals. The presentation was featured at a USDA agency head leadership meeting and will be used at other land tenure events, meetings and forums.

Represented the Office of the Deputy Secretary in numerous stakeholder meetings; effectively representing the Department leadership entailed presenting information clearly on USDA programs that provide support to new farmers and the ways USDA is changing the way it does business in an effort to better support younger generations interested in agriculture.

Planned, led the logistics and numerous USDA teams to host the two day USDA Market Summit at the White House converging 70 companies, 30 speakers, farm groups, USDA Secretary, USDA Deputy Secretary, and the First Ladies' team totaling 150 attendees. Work consisted leading the USDA team in developing event topics, agenda, vetting of speakers and guests, and pre-planning briefings to USDA leaderships on the event. The summit successfully brought together a diverse set of stakeholders from around the country to discuss major barriers and opportunities for producers, buyers, and others in the supply chain as well as to provide USDA's stakeholders with information on the numerous USDA programs available.

U.S. Department of Agriculture

Intern

June 2012 - June 2013 (1 year 1 month)

Supported the Environmental Management Division by conducting research and analysis on federal environmental and energy regulations, policies and executive orders.

Provided various levels of project management to USDA's Sustainable Acquisition Program, the Energy Savings Performance Contracts (ESPCs), Electronic Stewardship Program, Bio-Preferred Program and Hazardous Waste Management Group.

Evaluated and rated an average of 50 USDA contracts on a quarterly basis on the procurement of bio-based, energy efficient, environmentally preferable and recycled products.

Developed annual department-level and agency-level scorecards that assess the performance on sustainable acquisition, electronic stewardship, energy reduction, renewable energy use, potable water reduction, fleet petroleum use and alternative fuel use.

Collaborated in the preparation of a green buildings cost estimate study, green buildings implementation plan, USDA Strategic Sustainability Performance Plan, annual energy data report and other environmental assessments.

International SOS

TRICARE Operations Coordinator

2010 - 2011 (1 year)

Coordinated the medical care of the US military and their family members stationed in Latin America and the Caribbean.

Handled high priority cases such as hospitalizations, ER visits and evacuations to the United States on an everyday basis.

Worked on up to 60 cases a day by assuring providers received payments for the services rendered to the members, following up with members to verify further need of assistance and answering general and complex coverage inquiries made by members or health providers.

Received an average of 40 calls a day with an array of request for assistance such as immediate health care, translations, or general advice.

Trained new coordinators on duties necessary to be successful.

Successfully negotiated the acceptance of TRICARE insurance with health providers in remote locations and emergency situations throughout the Latin America region.

Provided excellent customer service to the U.S. military, health providers and U.S. consulate officers stationed and residing in Latin America and the Caribbean as well as in Asia and Europe.

The Hispanic Center

Intern

2009 - 2009 (less than a year)

Translated legal and general documents for the center and clients.

Helped plan an annual festival that raised funds to maintain the services at the center by reaching an approximate of 200 corporations.

Assisted as many as 30 Spanish speaking clients a day in completing general documents such as work, welfare, and citizenship applications.

Referred clients to other organization and agencies that would provide the necessary assistance that the center could not provide.

Education

University of Pittsburgh

Master of Public Administration (MPA), Urban and Regional Affairs · (2011 - 2013)

Ursinus College

Bachelor of Arts (B.A.), International Relations and Spanish · (2006 - 2010)