

Contact

www.linkedin.com/in/stuartkaraffa
(LinkedIn)

Top Skills

Community Outreach
Research
Data Analysis

Languages

English (Native or Bilingual)
Chinese (Limited Working)

Certifications

Contract Officer's Representative
(DAU COR 222)

Stuart Karaffa

Systems Analysis, Data Governance, Budget Management
Washington, District Of Columbia

Summary

Government professional with experience in online communications, federal contract administration, policy advising, legislative analysis, project management, and data governance.

Experience

U.S. Department of State
Management and Program Analyst
August 2016 - Present

US Department of Defense
Systems Integration Analyst
January 2011 - August 2016 (5 years 8 months)
Washington D.C. Metro Area

Advised 5,000+ Boren Scholarship and Fellowship recipients on best practices in fulfilling a federal service requirement. Provided policy recommendations to senior officers about the impact of changing legislation on the NSEP service requirement and how to ensure compliance with statute. Managed \$1.7M IT contract as the Contract Officer's Representative. Directed the consolidation of five IT contracts into one, which achieved an annualized savings of 50%. Oversaw the delivery schedule for 12 IT projects, of which 5 were executed concurrently. Composed the Performance Work Statement and supervised two contract employees for a document scanning contract of 200,000+ images. Led a team in compiling and editing web-based content to ensure best-practices in writing in an online environment.

DCS Congressional
1 year 1 month

Account Manager
June 2010 - January 2011 (8 months)
Washington, DC

Framed, composed, and coordinated rapid response email newsletters for Congressional offices. Sent email newsletters to filtered Excel lists of 50,000+

constituents using web-based mass email system. Segmented automated call lists of 100,000+ recipients. Delivered briefings to members of Congress on telephone town hall statistics (e.g. caller engagement and time per question). Generated 5M+ ad-views in the firm's first Facebook ad campaign by testing, assessing, and implementing new copy.

Political Research Intern

January 2010 - May 2010 (5 months)

Washington, DC

Designed e-newsletter templates and websites for members of Congress. Engaged the blogging community and Reddit.com with SEO techniques to drive over 30,000 hits to health care news website. Drafted grant applications for Massachusetts non-profit group dedicated to hosting after school sports events.

University of Illinois at Urbana-Champaign

Student Outreach Coordinator, The Career Center

August 2008 - December 2009 (1 year 5 months)

Champaign, IL

Managed the annual schedule of 220 Career Center events for the 30-member Outreach Team. Composed a semi-annual report for the Director that included user demographics, year-over-year attendance changes, and trend analyses. Developed and presented customized career services workshops to student groups of 100+. Condensed the undergraduate staff recruiting process from 3 to 1.5 months. Executed new employee orientation activities, including training and assigning mentors.

University of Illinois at Urbana-Champaign

Global Studies Intern, College of Liberal Arts and Sciences

August 2008 - December 2009 (1 year 5 months)

Urbana, IL

Chosen as one of only 40 upperclassmen to address a weekly class of 23 freshman students on topics such as intercultural awareness and university resources. Facilitated the Team Report project, which consisted of groups of three students analyzing and presenting findings on a Millennium Development Goal. Led a breakout session of 50+ new Global Studies Interns about best practices in interacting with first-year university students. Granted above-average instructor ratings by LAS 101 students. (Note: Interned over fall semesters only.)

United States Senate

Press Intern, Office of Richard J. Durbin
May 2009 - July 2009 (3 months)
Chicago, IL

Updated news, image, video, and audio sections on the Senator's website after all media events by utilizing editing software and the office's content management system. Tracked updates via statewide media outlets in an effort to provide the Senator's offices with a periodic summary of news clips. Collaborated with the press intern team to compile a 56-page report recommending changes to the Senator's website based on the 2007 Gold Mouse Awards.

Collaborative Learning Inc.
Marketing and Communications Intern
2004 - 2008 (5 years)
Oakbrook Terrace, IL

Contributed copy to and proofread external company communications, including email blasts to potential buyers, customer newsletters, and software instruction manuals. Identified technical knowledge gaps within the Marketing Department and provided training to the management in Adobe Photoshop, Illustrator, and InDesign. Coordinated pick-up and drop-off of participants in annual summer conference. (Note: Interned over summer breaks.)

Sun-Times News Group
China Blogger/Contributor, The Doings La Grange
August 2007 - December 2007 (5 months)

University of Illinois at Urbana-Champaign
10 months

Assistant Student Outreach Coordinator, The Career Center
January 2007 - May 2007 (5 months)

Outreach Team Member, The Career Center
August 2006 - December 2006 (5 months)

Education

The George Washington University
Master of Public Administration (M.P.A.), Federal Policy, Politics and Management · (2014 - 2017)

University of Illinois at Urbana-Champaign

Bachelor of Arts (BA), International Studies & Political Science · (2005 - 2010)