
Megan Ann Yachini
126 Orchard Crossings
Morgantown, WV 26505

January 8, 2019

Attn: Mr. Doug Thomas
Strategic Government Resources
PO Box 1642
Keller, TX 76244

Dear Mr. Thomas:

As an experienced public servant, I am applying to the position of City Manager for the City of Palm Coast, Florida. My first experiences public service included a Congressional Internship then as a Law Clerk for the West Virginia Attorney General.

My desire to serve has continued for the past 7+ years, while working as a Senior Business/Policy Analyst supporting the Department of Energy's National Energy Technology Laboratory. This position has required interaction and collaboration with the public, senior leadership, policy advisors, and Assistant Secretaries. I have experience facilitating consensus meetings for subject matter experts and government personnel from multiple agencies leading to the award of more than \$225 million in government funding. Facilitating consensus meetings has provided the opportunity to ensure all participants leave the meetings feeling heard and in agreement with final outcomes. Through these projects and others, I am a 3-time recipient of the Monthly Mover Award that recognizes an employee's use of innovative ideas and actions to move the company forward.

Outside of work, I continue to serve the community as an Advocate for the American Cancer Society Cancer Action Network; and am a member of the grants committee for Your Community Foundation (YCF) of North Central West Virginia, Inc. As a member of the grants committee, I collaborate with other committee members to best match the available funds with the communities' most critical needs.

I look forward to discussing how my experiences meet the skills needed in your next city manager.

Thank you,
Megan A Yachini
Megan A. Yachini

Megan Ann Yachini

126 Orchard Crossings · Morgantown, WV 26505
304-670-7257 · Megan.Yachini@gmail.com

Education

Masters of Public Administration, Certificate of Nonprofit Management December 2011
West Virginia University Morgantown, WV
Member of Pi Alpha Alpha, the National Honor Society for Public Affairs and Administration

Juris Doctorate Candidate August 2009 – May 2010
Liberty University Lynchburg, VA

Bachelor of Arts in Philosophy, Emphasis in Law May 2009
West Virginia University Morgantown, WV
Student Government Association Member: Executive Director of Outreach and Off Campus Housing Committee; Pre-Legal Society Member; Ambassador for the Center for Civic Engagement

Experience

KeyLogic Systems, Inc. May 2011 – present
U.S. Department of Energy (DOE) National Energy Technology Laboratory (NETL)
Senior Business Analyst/Policy Analyst Morgantown, WV

Activity Lead – Energy Delivery Systems Team (EDST) Program and Project Support on behalf of DOE's Office of Electricity Delivery and Energy Reliability (OE)

- Supervises the work of employees spanning multiple disciplines to provide project management support to 15+ clients, which includes: reviewing recipients' financial reports, performance metrics, milestones, and deliverables; preparing summary and analysis documents; and responding to requests for subject matter expertise.
- Responsible for preparing monthly cost plans, status reports, resource allocations, and cost variance analysis for the activity.

Funding Solicitations - Funding Opportunity Announcements (FOAs), Research Calls, Lab Calls

- Manages the support provided to execute \$225M in federal funds through the execution of FOAs, Request for Quotation/Government Purchase Order, and Research Call to DOE/Federal Laboratories.
- Recruits reviewers; Organizes applications; Writes application summaries; Administers SharePoint websites; Drafts selection briefing presentations, board report memorandums, and press releases.

Event Planning and Facilitation

- Plans peer review events; Prepares Applicant webinars; Provides reviewer training sessions; Facilitates reviewer consensus meetings; Designs information sharing and brainstorming sessions.

Technical Writing and Analysis

- Designed five case studies for use as program evaluations, which included: comparing project outcomes against program goals, identifying barriers to project and program success, outlining lessons learned, and providing recommendations for the management of future projects.
- Developed a research methodology to identify, track, and analyze smart grid related activities across all 50 U.S. states; Authored a final report that provided insight into the regulatory environment impacting nationwide implementation of smart grid technologies.
- Writes and maintains standard operating procedures, job aids, and user guides; Prepares Adobe documents; Drafts blog posts and website material.

Blog Posts

- *Identifying the Key Considerations for Successful Project Portfolio Analysis*
- *Government Funding Awards – Considerations for the Review Process*

- *KeyLogic's Internship Program – Q&A with Mentor and Mentee*

Campus Compact – West Virginia University August 2011 – December 2011
Ansted/New Haven Community Improvement Association Ansted, WV

Analyzed and recommended a workforce assessment tool; Researched and implemented outreach strategies, which included: filming a public service announcement, writing newspaper articles, and working with local businesses to foster community involvement; Administered the SkillsUSA Employability Assessment; Designed fact sheets tailored to various stakeholders in the project that identified assessment results and recommendations for future actions.

West Virginia Attorney General, Darrell McGraw May 2010 – August 2010
Law Clerk, Civil Rights Division Charleston, WV

Conducted legal research and fact finding in the areas of employment and housing discrimination, public accommodations, and bias motivated harassment; Reviewed documents obtained in discovery; Interviewed clients; Analyzed and prepared objective memorandums on the merits and rule of law for complaints filed with the WV Human Rights Commission; Developed a research project to examine the legislative and judicial framework in all 50 U.S. states regarding the determination to include “emotional support animals” as a reasonable accommodation under the Americans with Disability Act.

West Virginia University, Student Recreation Center May 2007 – January 2009
Head Lifeguard Morgantown, WV

Assessed and tracked water quality; Collaborated with management regarding staffing and scheduling issues and providing continuing education training; Promoted to Shift Leader and advanced to Head Lifeguard within one year of employment; Recipient of three “Guard of the Month” awards based on nominations from colleagues and management.

WE CAN, West Virginia University June 2007 - May 2009
Student Liaison Morgantown, WV

Assisted the Office of Sustainability with a marketing campaign to educate the WVU community about the importance of environmental conservation, sustainability, and recycling; Established outreach initiatives focused on students’ interests.

Engage 08’, West Virginia University August 2008 – December 2008
Board of Directors Morgantown, WV

Organized voter registration; Planned debate watch parties throughout WVU’s campus, Secured venues and culinary services; Developed itineraries; Drafted floor plans.

U.S. House of Representatives July 2008
Congressional Intern, Congressman Alan B. Mollohan Washington, DC

Briefed congressional hearings; Attended congressional briefings; Corresponded with constituents; Researched issues for legislative staff; Led tours of the U.S. Capitol; Completed Intern Lecture Series.

Campaign Committee, Bastress for Justice December 2007 – May 2008
WV Supreme Court Campaign Morgantown, WV

Documented and submitted fundraising records to the WV Treasurer’s website; Designed and distributed campaign materials; Monitored and reported on candidate’s and opponents’ media presence.