

Anjiline Sirsikar
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Education

Masters Public Policy

Project Management Certificate (CPM)

B.Sc.

Schar School of Public Policy 2018 (GMU)

University of Minnesota

University of Minnesota

Positions of Interest: Public Policy, Government Affairs, Economic, Finance, Trade, Budget

Career Experience

International Trade Policy Intern- United States Commercial Service

U.S. Department of Commerce

Present

- Analyzed Trade Reports
- Created Market Intelligence Trade Plans
- Researched and Analyzed Trade Compliance Reports
- Analyzed Trade Data

Economic Policy Intern- Coalition of Services - Washington D.C.

March 2017- June 2017

- Assisted with preparation materials, memorandums
- Researched topics related economic, fiscal and trade policy
- Monitored and provided in-depth analysis of private and public sectors related actions.
- Documented and updated policy related documents
- Created and maintained excel spread sheets and tableau databases

Project Coordinator Health Partners - MN (Contract Position)

September to November 2016

- Scheduled and conducted team meetings, communicated tasks and expectations to project team members
- Managed the work plan and expected deliverables through daily interaction and updated to the project plan
- Created and Managed Resource Plans and Scope Changes

Data Analyst - Fridley High School - MN (Permanent Position)

September 2015 to July 2016

- Aggregated and Analyzed Data for Carver County Schools
- Created Resource Guide for District Community Education
- Evaluated Check and Connect Program Implementation

Data Analyst - Chanhassen High School - MN (Permanent Position)

September 2014 to July 2015

- Created Resource Guide for District Community Education

- Provided personalized timely Check and Connect Program interventions to help students stay engaged in school

Project Coordinator - Target Head Quarters - MN (Contract Position)

October 2013 to March 2014

- Reported weekly Project Metrics
- Maintained Project Timelines
- Scheduled and conducted team meetings, communicated tasks and expectations to project team members
- Managed the work plan and expected deliverables through daily interaction and updates to the plan

Business Project Coordinator - BCBS - MN (Contract Position)

May 2013 to September 2013

- Prepared and Distributed Status Reports
- Followed up with Issue Logs and Action Items
- Scheduled Meetings and Coordinated Meeting Space
- Prepared and Directed Budget Reports
- Assisted with Budget Forecasting and Planning of Reports
- Created and Managed Resource Plans and Scope Changes
- Ran Clarity Reports as per PM's request