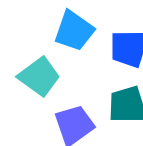


SUJA SARAH AMIR, MPA

U.S. CITIZEN, N.A. SELECTIVE SERVICE, OPEN TO RELOCATE

(804) 274-0511
suja.sarah@outlook.com
linkedin.com/in/suja-s-a



PROFESSIONAL SUMMARY

I have over 15 years of professional experience with public and nonprofit sectors, which includes health care policy reform, financial & budget management, regulatory compliance, data analytics and workforce development.

CORE COMPETENCIES

- Strategic Planning
- Budgeting & Fundraising
- Grants/Grant Writing
- Policies & Procedures
- Project & Program Management
- Public Speaking, PR, & Messaging
- Research & Data Analysis
- Supervision/Management
- State & Federal Law
- RFPs & RFQs
- Advocacy
- Regulatory Compliance

SKILLS & ACCOMPLISHMENTS

Leadership

- Serve as chair of the Virginia Asian Advisory Board (VAAB) to the Governor. Appointed in 2019, elected vice chair in 2020 and chair since 2021. Lead four committees to influence equity and policies in education, health, civic engagement, and business; and develop an annual report of recommendations to the Governor.
- Helped found and serve as secretary of a nonprofit, Asian & Latino Solidarity Alliance of Central Virginia. ALSACV brings together Asian and Latino community leaders to advance common objectives. Developed a program in partnership with Henrico and Chesterfield counties for which each won a National Association of Counties award for Civic Education and Public Information in 2020. Chesterfield County awarded ALSACV with its inaugural Chesterfield Community Champions award for an organization.
- Assists managing disability cases for state investment portfolio totaling over \$100 billion that spans across all asset classes, to deliver retirement and other benefits to covered Virginia public sector employees through sound financial stewardship and superior customer service.
- Managed City of Richmond's \$25 million Emergency & Fire Services grants division, obtained over \$200K in funding, and created a compliance system of allocations and controls for managing expenditures, assigning staff and overseeing personnel and non-personnel accounts to maintain integrity of all grants.
- Managed Goodwill of Central and Coastal Virginia's Workforce Development division, managed and procured over \$700K in grant funding.

Management

- Oversight over employee relations, including conflict resolution.
- Developed annual financial and capital budget.
- Supervised teams that provided integration of strategic performance management and high level collaboration.
- Managed day-to-day program implementation of established programs; working with stakeholders to build program roadmaps/timelines/plans, ensuring programs meet objectives at each stage of the lifecycle.
- Planned and organized complex administrative studies related to the activities or operations of the department; determined analytical techniques and information-gathering processes and obtained required information and data for analysis.
- Cultivated and maintained organization relationships, including providing prompt feedback and monitoring submissions and communications
- Consistently provided quality service and a "can do" attitude to internal members/departments of the organization as well as external clients and vendors.
- Organized the planning and coordinating various local Diversity and Inclusion programs, events, and meetings.

Policy & Legislative

- Helped found and serve as policy director of a nonprofit, Virginia Coalition on MOC Reform, established to support legislative efforts to reform of the requirement of maintenance of re-certification, costly and ineffective exam not required for state board licensure in the Commonwealth of Virginia.
- Developed research and advocacy materials, including white papers, blogs, fact sheets, testimony and presentations.
- Developed action plans to advance policy initiatives.
- Prepared reports, monitored and engaged stakeholders as directed on policy issues that may have impact at the state and/or federal level.
- Drafted multi-year health policy legislation that was able to mobilize over 500 statewide physician advocates to action.

- Drafted statewide communications advocacy campaign to stop SB206, a legislative initiative that would waste state money and resources.

Civic Engagement & Fundraising

- Served as County Magisterial District chair.
- Served as a local community advocate and organized multiple grassroots events, town halls, and advised organizations on civic engagement, elections, voter registration and voter rights.
- Served as an influencer by supporting Henrico County Public Schools, Equity, Diversity and Opportunity's Division in planning and instituting best practices in developing guidelines about adding Jewish, Muslim and Hindu religious observances to the calendar in 2019.
- Helped raise over \$80K in a few months for local state elected running for office from grassroots organizing. (2020)
- Helped raised over \$25K for two local state Senate races from grassroots organizing. (2018)

PROFESSIONAL EXPERIENCE

VIRGINIA RETIREMENT SYSTEM, RICHMOND, VA	2018 TO PRESENT
COMPLIANCE ANALYST	
ASSOCIATION OF AMERICAN OF PHYSICIANS AND SURGEONS, RICHMOND, VA	2013 TO PRESENT
POLICY ANALYST	
VIRGINIA DEPARTMENT OF HEALTH, RICHMOND, VA	2017 TO 2018
WORKFORCE COORDINATOR	
CITY OF RICHMOND – DEPARTMENT OF FIRE & EMERGENCY SERVICES, RICHMOND, VA	2014 TO 2015
PROJECT ANALYST	
COUNTY OF HENRICO - PLANNING DEPARTMENT, HENRICO, VA	2013
VCU CONSULTANT	
UNIVERSITY OF VIRGINIA – ALBEMARLE EMERGENCY COMMUNICATIONS CENTER, CHARLOTTESVILLE, VA	2012
VCU SERVICE LEARNING	
GOODWILL INDUSTRIES OF CENTRAL AND COASTAL VIRGINIA, RICHMOND, VA	1998-2007
DIRECTOR OF WORKFORCE DEVELOPMENT	

EDUCATION

- Master of Public Administration – Virginia Commonwealth University (2013)
- Bachelor of Science in Psychology, Minor in Chemistry – Virginia Commonwealth University

AWARDS AND HONORS

- Markel Scholarship – Pi Alpha Alpha Honor Society, Virginia Commonwealth University (2012)
- Facilitator Award – Sorensen Political Leadership Program (2015)

AFFILIATIONS

- Leadership Metro Richmond (Class of 2020)
- Chair – Virginia Asian Advisory Board (2019 – Present)
- Member – AMEON - American Muslim Elected Appointed Officials Network (2019-Present)
- Board Member – Virginia Complete Count Commission (2019 – 2020)
- Fellow, Public Leaders Council, America Indivisible (Class of 2019)
- Virginia School Readiness Committee (2018 – 2020)
- Contributing Writer – Blue Avocado & Nonprofit Quarterly (2017 – Present)
- Advisory Board Member – Practicing Physicians of America (2017 – Present)
- Sorensen Political Leaders Program (Class of 2015)

ADDITIONAL INFORMATION

Languages: English (Native), Malayalam (Advanced Fluency), Italian (Basic Fluency)
Urdu/Hindi (Conversational)

Technical Proficiencies: Oracle-Based Reporting Systems, Performance Management Software, Content Management Software, Word, Excel, PowerPoint, Access, Adobe Photoshop, SharePoint

Interests: Tennis, Hiking, Volunteering, Fundraising