

SINDY SWAIDNER

Program Associate

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PROFILE

Results-driven Program Associate with 2 years of experience in program coordination, implementation, and evaluation. Proven track record of executing successful projects, collaborating effectively with diverse teams, and streamlining processes to achieve organizational objectives. Skilled in stakeholder engagement, data analysis, and resource management. Adept at fostering partnerships and delivering impactful solutions to drive program excellence.

LINKS

[linkedin.com/in/sindyswaidner](https://www.linkedin.com/in/sindyswaidner)

SKILLS

Data Analysis

Project Management

Salesforce Proficiency

Microsoft Office Suite

Budgeting

Grant Writing

Google Analytics

LANGUAGES

English

German

HOBBIES

Photography

EMPLOYMENT HISTORY

Program Associate at Florida Blue, FL

Feb 2023 - Present

- Successfully implemented a new program initiative that increased member engagement by 35% within the first six months, leading to improved health outcomes and customer satisfaction.
- Streamlined program management processes, resulting in a 25% reduction in administrative tasks and a 15% increase in overall program efficiency.
- Facilitated cross-functional collaboration on a major project, which led to the successful launch of a new digital health platform, reaching over 50,000 members within the first three months.
- Developed and presented comprehensive program performance reports to senior leadership, leading to data-driven decision-making and a 20% increase in budget allocation for key initiatives.

Assistant Program Associate at TECO Energy, FL

Sep 2021 - Dec 2022

- Successfully managed a \$2 million energy efficiency project, resulting in a 15% reduction in energy consumption and cost savings of \$300,000 annually for TECO Energy.
- Coordinated and executed four community outreach events, engaging over 1,000 local residents in energy conservation initiatives and increasing program enrollment by 25%.
- Streamlined internal processes by implementing a new project management software, leading to a 30% increase in team productivity and reducing project completion time by 20%.
- Conducted comprehensive data analysis on energy usage patterns for 500+ clients, identifying potential savings opportunities and contributing to a 10% overall improvement in customer satisfaction ratings.

EDUCATION

Bachelor of Arts in International Relations at Florida International University, Miami, FL

Aug 2016 - May 2021

Relevant Coursework: International Politics, Comparative Politics, Global Economics, Political Theory, International Law and Organizations, Foreign Policy Analysis, Regional Studies, Intercultural Communications, and Research Methods in International Relations.

CERTIFICATES

Project Management Professional (PMP)

Nov 2021