
Zachary R. Miller, MPA

Associate

SUMMARY OF EXPERIENCE

Mr. Miller is a public administration professional with professional experiences pursuing social change throughout the public, private, and nonprofit sectors. He specializes in nonprofit management and has knowledge of program evaluation, qualitative and quantitative analysis, strategic planning, development, and systems change initiatives research. His interest areas include comprehensive community initiatives, adult basic education, juvenile justice reform, and addressing health disparities in minority communities.

ACADEMIC BACKGROUND

MPA- Nonprofit Management, June 2009

The George Washington University, Washington, DC

Trachtenberg School of Public Policy and Public Administration

B.A.- History, May 2002

Eastern Nazarene College, Quincy, MA

Graduated with honors

WORK HISTORY

Community Science- Gaithersburg, MD

Associate, 12/09-present

Provide technical support for research and evaluation projects related to health, social justice, and community change. Develop data collection instruments, support development of evaluation plans, conduct telephone and in-person interviews, coordinate and conduct site visits for evaluation projects. Coordinate communication with clients, track project progress and deliverables, provide technical assistance to clients on research and evaluation and support capacity building efforts.

EDJ Associates, Inc.-Reston, VA

Program Specialist, 12/07-1/10

Provided research and administrative support to two federal advisory committees within the Department of Justice—the Coordinating Council on Juvenile Justice and Delinquency Prevention (Council) and the Federal Advisory Committee on Juvenile Justice (FACJJ)—at the Office of Juvenile Justice and Delinquency Prevention. Researched topics of concern to the Council and FACJJ including comprehensive community initiatives, cross agency collaboration,

disproportionate minority contact in the juvenile justice system, adolescent brain development, mental health, substance abuse, youth aging out of foster care, and workforce development.

U. S. Dept. of Homeland Security-Washington, DC

Program and Management Specialist, 5/08-10/08

Developed audit framework parameters and internal procedures for the Office of Inspector General, Office of Information Technology to review the privacy culture of the Transportation Security Administration (TSA). Researched laws and TSA program components related to system privacy. Conducted interviews with TSA system owners, analyzed findings, and synthesized them in work papers and audit report.

Professional and Scientific Associates, Inc.-Reston, VA

Writer (part time), 2/08-6/08

Partnered with facilitator to solicit and capture guidance from leading policy makers, practitioners, and researchers at regional conference meetings for the National Partnership for Action to End Health Disparities convened by the U.S. Department of Health and Human Services, Office of Minority Health in Atlanta, Dallas, Scottsdale, and Philadelphia.

Public Citizen- Washington, DC

Field and Outreach Fellow, 7/07-8/07.

Increased Public Citizen's activist network by planning for a grassroots youth engagement project within the Congress Watch division to provide college students with practical public interest experience. Identified potential funding sources and drafted grant applications.

Quincy Community Action Programs- Quincy, MA

Instructor (part time), 3/06-6/07

Taught adult education and workforce development classes to adult students preparing for the GED tests. Utilized standardized testing procedures to assess and analyze student progress.

Big Brothers Big Sisters of Massachusetts Bay- Boston, MA

Match Advocate, 1/06-6/07

Provided ongoing and targeted match support to program participants through regular communication with volunteer "Bigs," their "Littles," and the Littles' families. Coached in the development and sustainability of safe, constructive relationships. Assessed match friendships, identified potential obstacles, problem-solved and effectively motivated all parties involved. Facilitated popular participant and fundraising events.

Adult Learning Programs of Alaska- Fairbanks, AK

Education and Training Specialist, 5/03-7/05

Served as the Veterans History Project Development Coordinator as an AmeriCorps-VISTA* (Volunteer in Service to America); 5/03-5/04. Recruited and managed out-of-school youth in a goal-focused, workforce development program providing clients with credential attainment and work experience. Proactively maintained student file records in a statewide database. Mentored high school dropouts and coordinated services to meet their needs. Planned agency events. Created a sustainable infrastructure for ALPA's Veterans History Project (VHP), a partnership with the Library of Congress and the American Folklife Center. Recruited influential

community members to serve as VHP advisory board, facilitated board meetings, and solicited other community support, participation, and sponsorships. Created and maintained a veteran and volunteer database. Developed a project funding base with successful grant applications and fundraising.

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

American Evaluators Association

American Society for Public Administration

Pi Alpha Alpha- national honor society for public affairs and administration