



**Special Work Session Meeting,  
Airport Board Candidate Interview Agenda  
2 Park Drive South, Great Falls, MT  
Gibson Room, Civic Center  
January 16, 2024  
4:00 PM**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: [commission@greatfallsmt.net](mailto:commission@greatfallsmt.net). Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item, and, will be so noted in the official record of the meeting.

## **CALL TO ORDER**

## **PUBLIC COMMENT**

*(Public comment on agenda items or any matter that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of five (5) minutes. Speak into the microphone, and state your name and either your address or whether you are a city resident for the record.)*

## **WORK SESSION ITEMS**

1. Great Falls Regional Airport Authority Board Member Vacancy Interview.  
Candidates: Alan Scanlon, Todd "Cameron" Swathwood, Jr. and Atreyi Pramanik.

## **ADJOURNMENT**



**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
(PLEASE PRINT OR TYPE)

**RECEIVED**  
SEP 27 2023  
CITY MANAGER

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For: <b>Airport</b>		Date of Application: <b>9/27/23</b>	
Name: <b>ALAN SCANLON</b>			
Home Address: <b>333 34th Ave NE Great Falls, MT 59404</b>		Email address: <b>rec59404@gmail.com</b>	
Home Phone:	Work Phone: <b>406-455-9321</b>	Cell Phone:	<b>406-402-7805</b>
Occupation: <b>Executive Director</b>		Employer: <b>Great Falls Pre-Release Center</b>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: <b>I have worked with, or served on various boards for almost 30 years.</b>			
Educational Background: <b>B.S. degree in Human Services.</b>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <b>Crimestoppers Board of Directors, Great Falls Chamber of Commerce, United Way, Montana High School Association, Montana Officials Association</b>			
Previous and current public experience (elective or appointive): <b>North Central Montana football officials past president</b>			
Membership in other community organizations: <b>Crimestoppers, Chamber of Commerce</b>			

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board? <b>CrimesXoppers</b>	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)	
Please describe your interest in serving on this board/commission? <b>I would like to help the airport to grow and expand services.</b>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <b>Almost 30 years experience working with local on Boards. frequent Great Falls airport passenger.</b>	
Additional comments:	
Signature <b>CT 2L</b>	Date: <b>9/27/23</b>

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

**Return this form to:**

Mail: City Manager's Office  
P.O. Box 5021  
Great Falls, MT 59403

Hand Deliver: City Manager's Office  
Civic Center, Room 201  
2 Park Drive South

Email:  
kartis@greatfallsmt.net






**BOARDS AND COMMISSIONS  
CITIZEN INTEREST FORM**  
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**OCT 20 2023**  
**CITY MANAGER**

Agenda #1.

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For: <b>Regional Airport Authority Board</b>		Date of Application: <b>October 20, 2023</b>	
Name: <b>Todd "Cameron" Swathwood, Jr</b>			
Home Address: <b>405 29th Ave NE Great Falls, MT 59404</b>		Email address: <b>cameron.swathwood@gmail.com</b>	
Home Phone:	Work Phone:	Cell Phone: <b>864-556-4256</b>	
Occupation: <b>Contract Administrator</b>		Employer: <b>Malmstrom Air Force Base (civilian employee)</b>	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)			
Related experiences or background: <b>Six years as US Air Force officer, separated from active duty as a Captain, served in Nuclear &amp; Missile Operations and Contracting.</b>			
Educational Background: <b>Liberty University, May 2016 - Bachelor of Arts in International Relations, minor in Strategic Intelligence Studies, minor in Government</b>			
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>			
Previous and current service activities: <b>Citizen's Academy, Great Falls Fire Rescue (2023) Citizen's Academy, Great Falls Police Department (2022) Citizen's Academy, Cascade County Sheriff-Coroner's Office (2022)</b>			
Previous and current public experience (elective or appointive):			
Membership in other community organizations:			

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)	
Please describe your interest in serving on this board/commission? <b>I believe the Great Falls International Airport is an invaluable local and regional asset that can contribute to community wellbeing and growth in ways no other institution can. Affordable, accessible air travel opportunities delivered from an airport on a solid business footing is crucial anywhere, and north-central Montana is no exception. I would welcome the chance to help make GTF even better and keep it available to our population for years to come.</b>	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? <b>I have a lifelong passion for and interest in all things aviation. Additionally, I have leadership experience as a military officer, financial and business experience as a contract administrator; good communication and interpersonal skills, and a strong desire to serve my community. I believe that hard work, attention to detail, and an uncompromising ethical code are key in any endeavor, and I would bring this approach to the RAAB as well.</b>	
Additional comments: <b>I have lived in Great Falls for over six years and am raising my family here. This is home, and I appreciate the opportunity to invest my time and effort in making it better. I bring an avid interest in aviation and a passion for supporting my community to this position, and I appreciate the opportunity to serve.</b>	
Signature 	Date: 20Oct2023

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

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OCT 20 2023

**CITY MANAGER**

*Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.*

Board/Commission Applying For:		Date of Application:
The Regional Airport Authority Board		10/17/2023
Name:		
Atreyi Pramanik		
Home Address:		Email address:
412 36th Ave NE, Great Falls, Montana		maiti.atreyi@gmail.com
Home Phone:	Work Phone:	Cell Phone:
	502-892-1417	502-892-1417
Occupation:		Employer:
Former State Director of Research of Kentucky		KHEAA & KHESLC
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain)		
Related experiences or background:		
State document research and policy setting for the state, executive management, staff management, handling directors, attendending board of director's meeting & hiring. Almost 18 years ago career began after graduated from Master degree. Also have experience in policy making and bill making for the state,		
Educational Background:		
B.Sc., M.Sc., MBA, EdD (Pursuing)		
<b>IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:</b>		
Previous and current service activities:		
Answer provided in the seperate sheet		
Previous and current public experience (elective or appointive):		
Answer provided in the seperate sheet		
Membership in other community organizations:		
Former research agenga committee member of KYSTAT(Gov.) for policy research & presented to board & former program committee member of KHEAA & KHESLC (Gov.)		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
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Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Are you a Qualified Elector? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Any citizen of Cascade County 18 years of age or older who meets the registration and residence requirements provided by law is a qualified elector unless he is serving a sentence for a felony in a penal institution or is of unsound mind, as determined by a court.)	
Please describe your interest in serving on this board/commission? Answer provided in the seperate sheet	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Answer provided in the seperate sheet	
Additional comments: I always served the given post with utmost skills, hardwork and honesty.	
Signature  Atreyi Pramanik	Date:  10/17/2023

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### **Previous and current service activities:**

Served as a Director of Research (senior director role) in the state Government organization KHEAA & KHSLC of the Finance & Administration Cabinet, supervised the departmental directors, monitored, and helped in conflict resolution, oversaw the administration & finance, had visionary leadership skills to achieve the organization's goal, provided primary support to the executive branch of the Kentucky state government, vice presidents, and the CEO of the organization.

Experienced in executive management, high-level confidential collaborative work with vice presidents, presidents, directors, controllers, COO, and board members elected by the governor (board of directors), attended meetings with the Vice-President of Government Relations regarding legislative sessions, discussed bills, researched bills, and provided necessary financial information to the Board of Directors and committee members for professional development and provided information to congressmen, the Senate, Kentucky House of Representatives & USA Representatives.

Forecasted the KEES scholarship for the legislative session to pass the bill. Experienced in public speaking and handling clients' satisfaction by handling their queries and concerns. Participated in the discussion of executive meetings of different governmental agencies like CPE & KYSTATS's CEO and research directors. Experienced in guiding, supervising, discussing, and providing financial research reports to other directors for publishing state-wide. Experienced in handling press and media queries.

Served as a former scientist in the Commonwealth of Kentucky, Cabinet for Health and Family Services, Department of Public Health, Kentucky. Managed several projects in a team-based environment to reach organizational goals. Experienced in working collaboratively with stakeholders, internal partners, and other groups for performing clinical operations (genetic and molecular screening), providing information about the defective patient, and responding to a question from health institutes, Mayo Clinic, hospitals, physicians, directors, and others.

### **Previous and current public experience (elective or appointive)**

Attended board meetings and committee meetings and gave a presentation on the DEI (Diversity, Equity & Inclusion) topic that all students should get equal opportunity for getting federal education loans. Worked on Commonwealth of Kentucky's education system and training programs, education, college attainment, type of postsecondary institution students attended, socioeconomic status of the student's family, geographical location, college-going rates, student's affordability, job openings, earnings, and home values, etc.

Experienced in a senior leadership role in a higher education finance research setting and supervising the departmental directors. Experienced in keeping and verifying student enrollment records including student's confidential information like full name, GPA, address, SSN, awards details, when enrolled, how many courses completed, when courses taken, which universities/colleges they enrolled, how much funds borrowed from FAFSA, KHEAA, KHESLC and other higher education student financial aid per year, how much they returned, how the business running, investment amount each year, the number of borrowers increasing or



decreasing each year, etc. Experienced in working with the finance programs of grad students like KEES, CAP and KTG programs (student-centric) in colleges & universities. Have an understanding of investment practices. Experienced in strategic leadership, knowledge of the University, academic, research and outreach programs, and student body. Experienced in working with 5 different government organizations (partnership) like KHEAA & KHSCLC, CPE (Kentucky Council on Postsecondary Education), KYSTATS, US Census Bureau & AIKCU (Association of Independent Kentucky Colleges and Universities) in Kentucky state, especially with CEO/president, leadership team, vice presidents & director of research for discussing the confidential topic, critical issues, economic reports, financial forecasting of financial aid (FAFSA), strategic vision & financial health of the organization. Dealt with finance program of grad, undergrad (Science & Arts). Experienced in building good relationships with University stakeholders, University presidents, vice presidents, and donors.

Experienced in using AS400 Macro software for verifying students' demographic profiles and scholarship information. Experienced in preparing other annual reports like Work Ready Kentucky Scholarship (WRKS) annual report, Dual Credit Scholarship (DCS) annual report, WKDC annual report for work ready dual credit scholarship, etc. Experienced in generating KHEAA & KHSCLC annual reports like outreach survey annual reports. This report contains details about the FAFSA completion rates of students each year, what students think about going to college, their financial issues, continuing education, and reasons for not joining the college (no funds, family issues, low GPA scores, no interest, etc.). This report is published for Kentucky statewide every year. Prepared annual reports for the projected number of high school graduates for external clients like college coaches, college principals, university presidents, etc. Researched the ISIR raw confidential finance data via software programming and provided a financial forecasting report on tuition discounting (KEES financial aid & FAFSA) for 4 years grad program to a member of the Kentucky House of Representatives. Attended Pre-state-wide FAFSA meetings for FAFSA discussion where vice presidents, CEOs, and directors from all states participated to discuss FAFSA completion rates throughout the USA. Attended KYSTATS research agenda committee meetings with CEO and 2022 post-secondary Education Trusteeship conference with CPE vice-president and president. Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Kentucky General Assembly, Frankfort, Kentucky. Prepared research report for legislator queries on scholarship extension up to 10 years and others. Prepared research data for forecasting the KEES scholarship for the legislative session. Experienced with executives networking, direct reporting to the CEO, budget analysis, bill analysis, etc.

Served as a scientist under the Cabinet for Health and Family Services (CHFS). Experienced in working collaboratively with stakeholders, internal partners, and other groups to perform clinical operations.

**Please describe your interest in serving on this board/commission?**

Have knowledge of visionary leadership to achieve the organization's goal. Experienced in executive management. Provided primary support to the executive branch of the Kentucky state government, vice presidents, and the CEO of the organization. Hence, willing to provide similar management expertise or whatever is required to provide.

Experienced with presenting internal reports, financial reports, strategic plans, business results, research results, communications, annual funds' information, and other data to the committee meeting. Hence, have the ability to understand business operations, and dispute resolutions. Also handled critical issues and legislator queries.

Expertise in developing and monitoring plans, monitoring employees' contributions and performances. Also managed partnerships with various govt agencies, external clients, universities, colleges, etc. Took senior leadership role and maintained relationships with local, state, and national partner organizations. As a whole can monitor business operations and resolve disputes. Have the ability to think of innovative ideas to expand the business.

**Please describe your experience or background which you believe qualifies you for service on this board/commission?**

Experience in researching bills for legislators and the House of Representatives, experienced in policy settings, familiar with how the board works, experienced in attending several boards and committee meetings, and have experience in working in the political environment. Experienced in working with public education, governmental operations, and legal operations. Hence, I can contribute my experiences and expertise to the allotted post with utmost sincerity.



## ATREYI PRAMANIK, B.Sc., M.Sc., MBA.

412 36<sup>th</sup> Ave NE, Great Falls, Montana, USA, 59404. Cell: 502-892-1417, maiti.atreyi@gmail.com

**Status: American Citizen**

### Education

**Doctor of Higher Education Administration** Sep2021 - Current  
South College, TN, USA

**Master of Business Administration (MBA)- Data Analytics / Statistics** Jan.2017-Dec.2019  
Louisiana State University Shreveport, LA

**Master of Sciences (M. Sc.) - Biotechnology** Jun.2003 – Jul.2005  
Bangalore University, IN

**Bachelor of Sciences (B. Sc.) - Biotechnology** Apr.2000 – Apr.2003  
Bangalore University, IN

### Research Grant Support Experience

1. I have successfully formatted, submitted, and received a research grant of Rs.70,00000 for raising research funds (research & development program). The fund was released from DBT (Department of Biotechnology, Ministry of Science and Technology, Govt. of INDIA) to the Department of Bio-Medical Science & Management, Vidyasagar University, IN. Experienced in fundraising & academic advancement through research projects.
2. I have keenly observed how our CEO received a \$ 6000,000 grant for fundraising.
3. I have participated in the research of outreach counseling in different universities and colleges that increase the number of students receiving student loans. Indirectly helping our business to grow and make profits.

### Professional Experiences

#### **Director of Research**

KHEAA & KHSLC

06/01/22 – 05/31/2023

**Finance and Administration Cabinet**

Frankfort,

KY, USA.

#### Experiences:

- Served as a Director of Research (senior director role) in the state Government organization KHEAA & KHSLC of the Finance & Administration Cabinet.
- Provided primary support to the executive branch of the Kentucky state government, vice presidents & the CEO of the organization. Experienced in executive management.
- Have knowledge of visionary leadership to achieve our organization's goal.
- Served as the primary advisor to the KHEAA & KHESLC CEO & Vice presidents on economic issues and provided important information regarding higher education and student financial aid.
- Conducted professional-level economic research, planning and analysis for KHEAA & KHESLC.
- Experienced in overseeing the Govt. organization's research, funding, advancement and development.
- Experienced in a senior leadership role in a higher education finance research setting and supervising the departmental directors.
- Experienced in keeping & verifying student enrollment records including student's confidential information like full name, GPA, address, SSN, awards details, when enrolled, how many courses completed, when courses taken, which universities/colleges they enrolled, how much funds borrowed from FAFSA, KHEAA, KHESLC and other higher education student financial aid per year, how much



they returned, how the business running, investment amount each year, the number of borrowers increasing or decreasing each year, etc.

- Experienced in working with the finance programs of grad students like KEES, CAP and KTG programs (student-centric) in colleges & universities.
- Have an understanding of investment practices.
- Expertise in high-level confidential collaborative work with vice presidents, presidents, directors, CIO, controllers, COO, CFO, and higher education board members elected by the governor (board of directors) for the progress of higher education.
- Experienced in strategic leadership, knowledge of the University, academic, research and outreach programs, and student body.
- Experienced in working with 5 different government organizations (partnership) like KHEAA & KHSCLC, CPE (Kentucky Council on Postsecondary Education), KYSTATS, US Census Bureau & AIKCU (Association of Independent Kentucky Colleges and Universities) in Kentucky state, especially with CEO/president, leadership team, vice presidents & director of research for discussing the confidential topic, critical issues, economic reports, financial forecasting of financial aid (FAFSA), strategic vision & financial health of the organization.
- Experienced in executive management.
- Experienced with reporting internal reports, financial reports, strategic plans, business results, research results, business operations, communications, annual funds' information, other data & information, meeting agendas, clarifying critical issues and legislator queries to the Board of Directors & Board Chair, CEO, Vice Presidents, in the executing Board meetings and committee meetings.
- Dealt with finance program of grad, undergrad (Science & Arts).
- Experienced in building good relationships with University stakeholders, University presidents & vice presidents and donors.
- Provided annual report that contains financial information about professional colleges, Public 4-year Universities, Kentucky 4-year Private Colleges & Universities, Kentucky 2 & 4-year Proprietary Colleges & Universities, Out-of-State Colleges & Universities and various funded scholarship programs like optometry, veterinary scholarship, KEES, dual credit scholarship, Osteopathic Medicine Scholarship, Veterinary Contract Spaces, Optometry Scholarship program, governor's Scholarship program, etc.
- Generated SFA report (student financial aid information) by counties for the congressmen, generated SFA annual report for Senate, Kentucky House of Representatives & USA Representatives and provided information about the number of funds disbursed to the students under that Legislators and Senators in that county.
- Experienced in preparing other annual reports like Work Ready Kentucky Scholarship (WRKS) annual report, Dual Credit Scholarship (DCS) annual report, WKDC annual report for work ready dual credit scholarship, etc.
- Experienced in generating KHEAA & KHSCLC annual reports like outreach survey annual reports. This report contains details about the FAFSA completion rates of students each year, what students think about going to college, their financial issues, continuing education and reason for not joining the college (no funds, family issues, low GPA scores, no interest, etc.) This report is published for Kentucky statewide every year.
- Coordinated with internal departmental directors to produce annual reports.
- Prepared annual reports for the projected number of high school graduates for external clients like college coaches, college principals, university presidents, etc.
- Prepared Annual FAFSA report of Internal Audit for internal clients.
- Provided Annual report to AIKCU (Association of Independent Kentucky Colleges and Universities) for quantifying the impact of KHEAA's scholarship program on their students and lottery-funded program details for keeping the records of fund disbursements.
- Expert in handling internal clients and external clients providing the annual report and answering their queries, answering legislator's queries, handling press & media queries, answering high school coaches' queries, etc. and providing the statistical research report.
- Experienced in preparing reports for presentation to the Board of directors.



and giving presentations to the Board meetings like the DEI project presentation for Equal opportunities and benefits to all races, all ages and all gender students.

- Experienced in giving research presentations to the KHEAA and KHSLC Executive Committee meetings, and Board of Directors meetings & for professional development.
- Attended and presented research presentations in the DEI (diversity equity and inclusion) meeting.
- Attended executives' meetings, Leadership team meetings with the CEO, Vice presidents, and departmental directors and provided presentations in virtual & in-person meetings.
- Participated in the discussion of executive meetings with the CEO of different governmental agencies like CPE & KYSTATS.
- Estimated existing financial programs, prepared finance reports after data analysis and presented to the Vice President & CEO/the President, discuss with controller and the director of human resources.
- Provided executive leadership and guidance for all financial programs.
- Researched the ISIR raw confidential finance data from the software programming and provided financial forecasting report on tuition (KEES financial aid & FAFSA) discounting for 4 years grad program for the member of the Kentucky House of Representatives.
- Maintained professional connections with other economists in Kentucky, state agencies and other educational groups for joint studies and generating financial reports.
- Performed duties like analysis, interpretation, and presented economic data outcomes, etc.
- Expert in data research, big data analysis, managing large data sets, SAS programming, documentation & preparing reports.
- Conducted computerized econometric models for collecting information on student financial aid.
- Experienced in using AS400 Macro software for verifying students' demographic profiles and scholarship information.
- Experienced in SAS (Statistical Analysis System) programming for data research, updating statistical values using statistical formulas.
- Served as a primary advisor on financial concerns in higher education and student financial aid.
- Experienced in providing financial information & annual report to KYSTATS (Kentucky Center for Statistics).
- Experienced in programming, researching, generating annual reports, and distributing them to different governmental organizations every year.
- Guiding, supervising, and providing statistical research reports to other Directors for publishing state-wide.
- Experienced in doing meetings with the Vice-President of Government Relations regarding legislative sessions, discussed bills, researched bills, and provided necessary (student-related financial) information.
- Attended meetings with the administrative director, outreach service director, student aid director, director of communications, CFO (Chief financial officer) & CIO (Chief Information Officer).
- Attended Pre-state-wide FAFSA meetings from all states for FAFSA discussion, FAFSA completion and outreach strategies meetings, KYSTATS research agenda committee meetings with CEO, 2022 post-secondary Education Trusteeship conference with CPE vice-president & president.
- Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Frankfort, Kentucky.
- Prepared research report for legislator queries on scholarship extension up to 10 years and others.
- Prepared research data for forecasting the KEES scholarship for the legislative session and the governor's signing to pass the bill in Kentucky General Assembly.
- Experienced with academic research, developing research proposals, overseeing data collection and research plan analysis, etc.
- Experienced with executives networking, direct reporting to the CEO, budget analysis and bill analysis, etc.
- Experienced in setting research goals that aligned with the company's vision.
- Expertise in developing and monitoring research plans, maintaining a useful innovative data set, and managing research partnerships with various govt agencies, external clients, universities, colleges, etc.



- Taken a leadership role in work with partner organizations, provided leading resources and maintained relationships with local, state, and national partner organizations and maintained a meaningful partnership with analysts and other staff.
- Expertise in analyzing, documenting data to make comparisons and draw conclusions, identifying cause and effect to solve complex problems.
- Experienced in working in the political environment and executive & corporate culture.
- Knowledge of tracking bills for law (proposed by legislators) via software.

### **Senior Technologist**

PerkinElmer, Inc.

11/01/20 – 12/31/2020

Genomics Department, Valencia, CA, USA.

#### Experiences:

- Completed the training in managing large data sets, documentation & reporting test results.
- Completed training in good documentation practices.
- Completed training in retention & disposition of records, reports & samples.
- Completed training with HIPPA compliance procedure.

### **Scientist**

Commonwealth of Kentucky (KY.GOV),  
Cabinet for Health and Family Services,  
Department of Public Health,  
Frankfort, KY, USA.

1/01/20 – 12/31/20

#### Experiences:

- Expert in hematology/haemoglobinopathies, molecular biology, drug development, biotech, and genetics, genetic screening of health diseases, data analysis, biostatistics & data visualization.
- Gained experience as a tenured scientist, managed several projects in a team-based environment, monitored several experiments, documented daily performance, provided reproducible and reliable results on time.
- Experienced in working collaboratively with stakeholders, internal partners, other groups for performing clinical operations, providing information about the defective child & respond to a question from health institutes, Mayo Clinic, hospitals, physicians, directors & others.
- Experienced in preparing internal audits, have knowledge of regulatory affairs (according to CLIA & GLP standards), and experienced with standard clinical regulatory documentation.
- Expertise in developing, modifying & updating protocols, QA, Validation, Regulatory and monitoring for smooth operation.
- Expertise in quality management, safety management, data management, investigating failure, resolving deviations & troubleshooting.
- Ability to plan, conduct experiments, generate reliable data, record experiments, analyze reports and provides interpretation of human genetic data.
- Expert in compiling data, drafting, reviewing, method validation protocols, preparing reports and presentations.

### **Pharmacy Associate**

Giant Pharmacy,  
1250 Cocoa Avenue, Hershey,  
17033, PA, USA.

7/01/2016 - 9/30/2016

#### Experiences: (Part-time)

- Proficient in patient data entry, maintaining inventory records, handling cash & billing.
- Excellent verbal and writing skills & experience in writing reports with minute details.
- Helped patients with medication and advice.
- HIPPA trained for maintaining patient confidentiality.



- Have teamwork experience, ability to take initiative, ability to work under pressure.
- Experienced in public speaking & handling clients' satisfaction by handling their queries and concerns.

**Associate**

4/01/2016 – 9/30/2016

CVS Health,  
Hershey, PA, USA

Experiences:

- Experienced in direct dealing with clients, recording banking information, billing & cash handling.
- Experienced in public speaking & handling clients' satisfaction by handling their queries and concerns.

**Researcher (Research Project)**

Department of Bio-Medical Science & Management,  
Vidyasagar University-Midnapur, IN.

8/01/2009 - 5/31/2010

Experiences:

- While working as a researcher, I learned how to lead a research team and how to guide graduate students to do their research and complete their projects, supervise them and monitor their performance, provided instructions, and train them to enhance their performance.
- Expertise in working in team-based roles/teamwork skills, quality control, quality monitoring, regulatory, QA, process development, maintaining projects, process monitoring, monitoring product, issue resolution, investigations, and troubleshooting.
- Experienced in developing plans and strategies for research in the therapeutic area (diabetes), herbal drug development, bio-active molecule extraction, purification & anti-diabetic molecule isolation, phyto-ingredients testing in animal models, drug dosing and testing on animals, design & modify protocols as per the demand of the research, performed in vivo and invitro studies.
- Experienced in writing research grants to provide financial support. Experienced in fundraising through receiving research grants from the Department of Biotechnology, Ministry of Science and Technology, Govt. of INDIA.

**Researcher (Research Project)**

Department of Biotechnology, Indian Institute of Technology (IIT)  
Kharagpur, IN.

07/01/2006 - 11/30/2008

Experiences:

- As a researcher, I learned how to lead a research team and guide graduate students to do their research and complete their projects.
- Experienced in writing experimental reports, writing scientific publications, gathering data from pilot experiments & assisting in writing grants.
- Experienced in developing plans and strategies for research, designing, developing & modifying protocols as per the demand of the research.
- Experienced in vivo and in vitro studies & research on animal models & transgene expression.
- Proficient in molecular biology research, especially in drug and protein development.
- Expertise in research skill, excellent skill in interpreting the laboratory results after investigating the experiments, excellent skill in research data analysis, statistical data analysis, generating research data through experiments, interpreting research data, data analysis & managing data set.

**Associate**

Transworks Information Services Ltd.  
Bangalore, IN

1/01/2006 - 6/30/2006

Experiences:

- Experienced in executing software programming related to finance (American credit card accounts).
- Handled back-office job.
- Handled bankruptcy accounts and closing bank accounts.
- Experienced in teamwork.



## **Summary of Skills and Expertise**

### **Guiding/Advising Experiences:**

- Experienced in presenting seminars in protein biology.
- Experienced in guiding and advising master's degree research programs (Biotechnology & Biomedical Laboratory research work) and guiding them with research projects.
- As a Scientist, I managed teamwork (biochemistry, hematology molecular biology).
- Experienced as an MBA project leader (guide & instruct a group using online techniques).
- Experienced with Learning Management Systems (LMS/Strut learning), operating online course modules, Canvas and LMS.
- As a director of research, I supervised all the directors & provided financial information to the vice presidents & the CEO.

**Computer Skill:** Proficient knowledge of Microsoft Office, Macro AS400, EXCEL, Windows, PowerPoint, Outlook, internet applications, Adobe Photoshop, literature search (PubMed, MEDLINE, Google Scholar, Science Direct), maintaining the database via SAS, ANOVA & EXCEL, basic statistical analyses, data entry, a basic understanding of statistical data, ability to interpret basic statistics.

**Other Skill:** Excellent in executing high-load tasks by teamwork due to hit the target in time, maintaining & balance the work pressure with good understanding. Ability to learn new techniques very easily & quickly. Excellent in planning and executing the work efficiently & ability to handle multiple projects at a time.

### **Professional development**

- Expertise in giving presentations to the Board of Directors and the Board meetings like DEI project presentations for Equal opportunities and benefits to all races, all ages, and all gender students.
- Experienced in giving research presentations to the KHEAA and KHSCLC Executive Committee meetings and Board of Directors meetings.
- Experienced in doing meetings for professional development.
- Attended and gave presentations in executives' meetings and Leadership team meetings with CEOs, Vice presidents and directors.
- Participated in the discussion of executive meetings of different governmental agencies like CPE & KYSTATS's CEO and research directors.
- Guiding, supervising, discussing, and providing statistical research reports to other Directors for publishing state-wide.
- Experienced in doing meetings with the Vice-President of the Governor's relation regarding legislative sessions.
- Attended Pre-state-wide FAFSA meetings from all states for FAFSA discussion, FAFSA completion and outreach strategies meetings, KYSTATS research agenda committee meetings with CEO, 2022 post-secondary Education Trusteeship conference with CPE vice-president & president.
- Attended executive events and meetings.
- Attended "Bill signing ceremony" of Governor in Capitol Rotunda, Frankfort, Kentucky.
- Preparing research data for forecasting the KEES scholarship for the legislative session and the governor's signing to pass the bill in the Kentucky General Assembly.
- Attended seminar.

### **Leadership experience**

- As a director of research, I supervised all the directors under my leadership.
- As a scientist, I manage several projects in a team-based environment.
- As a researcher, I trained several groups of graduate students in research lab settings.
- Experienced in leading the research scholar team, research assistant, and students in university settings.
- Experienced in floor management while working at Transworks Information Services Ltd, IN.
- In my MBA program, I lead a team successfully to complete a critical project.