
TYRA BROWN HARRIS, PH.D.



tyrabrownharris@gmail.com



(202) 468-8972



www.tyrabrownharris.com

PROFILE

Dedicated, resourceful and highly-adaptable administrative professional with 15 years of exceptional federal government service and advanced academic training in conflict analysis and management. Trusted confidential aide to high-ranking senior officials, recognized for the unique ability to anticipate needs with responsiveness, navigate complex relationships with acumen and address matters with discretion and diplomacy. A natural communicator skilled at cultivating relationships with diverse groups and directing collaborative efforts toward shared goals. Deep strategic and operational knowledge of executive management demonstrated through consistent achievement of maximized organizational effectiveness and productivity.

AREAS OF EXPERTISE

- | | | |
|----------------------------|----------------------------|---------------------------|
| • Program Management | • Human Relations | • Project Management |
| • Policy Analysis | • Admin Office Support | • Event & Travel Planning |
| • Qualitative Research | • Training & Team Building | • Organizational Process |
| • Mediation & Facilitation | • Property Management | Improvement |
-

RELEVANT EXPERIENCE

U.S. DEPARTMENT OF COMMERCE, NATIONAL OCEANIC AND ATMOSPHERIC
ADMINISTRATION (NOAA), NATIONAL WEATHER SERVICE (NWS)

PROJECT MANAGER 2015-PRESENT

Plan, direct and coordinate the activities of a multiyear project to develop an integrated, sustainable weather warning dissemination system.

- Lead a team of 10 government staff and contractors within a technical environment.
- Develop and maintain a detailed project schedule including issue and risk analysis and mitigation.
- Oversee project budget of \$400K (FY16-18) and facilitate contract negotiation and execution.
- Maintain continuous alignment of program scope with agency objectives and routinely make recommendations to enhance effectiveness.
- Build credibility, establish rapport, and maintain communication with stakeholders at multiple levels, including those external to the organization.
- Write, edit, develop and deliver periodic briefings and presentations to communicate project status, propose opportunities, and present strategies to address stakeholder concerns.
 - ❖ Delivered all project milestones on time and within budget.

- ❖ Awarded by management for successful cost, schedule, and performance management.

COMMUNICATIONS AND OUTREACH MANAGER 2010-2015

Designed and led the strategic redesign of the NOAA Weather Radio (NWR) public outreach program and envisioned all rebranding efforts to align with new organization-wide campaign, "Building a Weather-Ready Nation."

- Responsible and accountable for overall strategy development, formulated core messaging and gave final approval on all outreach materials - print and online.
- Authored content for national weather preparedness campaigns aimed to increase public awareness of seasonal hazards.
- Regularly met with local, state and federal officials and/or their representatives and facilitated action dialogue to share successes and address challenges of the NOAA Weather Radio All Hazards in their communities.
- Designed and led VIP media events from inception, oversaw logistics planning, coordination, on-site support and follow-up evaluation.
- Prepared information packages for executive review, provided recommendations for proposed communication strategies to support public alerts and warnings policies.
 - ❖ Appointed to serve on the Sub-Interagency Policy Committee on Presidential Policy Directive-8 Preparedness Campaign led by the U.S. National Security Council Staff.
 - ❖ Awarded by management for successful interagency collaboration and ensuring necessary cooperation to advance mission-critical functions.

EXECUTIVE OFFICER – 2009-2010

Provided executive-level administrative support to the Director and oversaw the day-to-day administrative functions of the office. Also served as the International Activities focal point.

- Developed 20+page standard operating procedures to optimize organizational processes and improve productivity.
- Routinely conducted research and issue analysis on a wide variety of subjects in order to provide the Director with authoritative information for use in multilateral negotiations, intergovernmental agreements and at important conferences.
- Regularly reviewed, edited, and prepared items for inclusion in Congressional testimony, legislative bills, press releases, etc.
- Responsible for leading weekly meetings, representing the Director and communicating the vision and goals of leadership with meaning and relevance throughout all levels of the organization.
 - ❖ Awarded by senior management for strong interpersonal skills, effective communication (written and verbal) of information and maintaining high level of service.

SENIOR POLICY ADVISOR – 2007-2009

Served as senior policy advisor to (2) politically appointed Under Secretaries of Commerce for Oceans and Atmosphere. Liaised between U.S. interagency political representatives and their international counterparts to ensure effective communication and to maintain strong relationships between stakeholders. Maintained strict adherence to confidentiality of relationships, records and all written and verbal correspondence. Acted on behalf of principal to manage a variety of personal and administrative tasks to completion, helping to reduce stress and maintain a healthy work-life balance.

- Applied deep understanding of political and social currency to analyze and evaluate the effectiveness of domestic and international capacity building initiatives.
- Advised on overall communication strategies to ensure consistency with and promotion of shared mission and established goals - mutually agreed upon by all country members.
- Routinely edited, proofread and prepared sensitive documents (i.e., position papers, background summaries, talking points, etc.) on a timely basis.
- Provided advanced team support/reconnaissance.
 - ❖ Recognized for responsiveness and consistently possessing a calm, courteous and professional demeanor.
 - ❖ Awarded by senior management for exceptional meeting support to U.S. delegation.

EDUCATION

Nova Southeastern University, Fort Lauderdale, Florida

Ph.D. Conflict Analysis and Resolution 2016

Regent University, Virginia Beach, Virginia

M.A. Human Services & Counseling 2001

Howard University, Washington, District of Columbia

B.S. Psychology 2000

SKILLS

-
- | | |
|--|--------------------------------------|
| • Advanced Proficiency with Macintosh, PC
Microsoft Office and macOS applications | • Meetings & Calendar Management |
| • Social Media Content Management | • Professional Correspondence |
| • Systems Approach to Problem Solving | Presentations, Proposals and Reports |
-

PERSONAL INTERESTS

I am a lover of planners, lists, online reviews and all things chocolate. My happy place is with children, pets and entertaining the idea of gardening. I enjoy spa retreats, traveling, kickboxing, watching documentaries and sunrises.

REFERENCES

Available upon request