

SEAN HARRIS
Ridgefield Park, NJ
(201) 835-6917 | seanmharris86@gmail.com
<https://www.linkedin.com/in/seanmharris86/>
<https://seanmharris86.wixsite.com/seanharrisportfolio>

PROGRAM COORDINATOR | OPERATIONAL LEADERSHIP | BUSINESS DEVELOPMENT

Availability to work: Advisory Basis

Summary Statement: Mid-level management professional with experience in cross-agency leadership, regulatory review, policy implementation, and operations management. Active security clearance with background in audit readiness, legal analysis, strategic planning, process improvement, resource management, and team building. Proven ability to navigate complex procedures, draft policy documents, develop management tools, and ensure organizational observance to regulation.

PROFESSIONAL EXPERIENCE

Rutgers Climate & Energy Institute | New Brunswick, NJ
Program Coordinator

Sept 2025 - Present

Department of the Interior | Sterling, VA
Program Compliance Analyst

Jun 2024 – Sept 2025

- Reviewed Code of Federal Regulations and collaborated with solicitors to conduct regulatory authority assessment of offshore mining operations; improved interagency coordination and strengthened regulatory alignment with national security priorities.
- Researched and proposed critical mineral industry standards to fill compliance gaps, provide industry stewardship, and align industry with national security objectives.
- Co-Developed Microsoft AI management tools through design and collaboration between management and Microsoft developers; resulted in regulation planning efficiency, real-time draft tracking, and enhanced document archiving.
- Developed Regulatory Document Index in Excel; enabled comprehensive regional office review of outdated records, improving industry compliance with federal safety and environmental protection laws.
- Evaluated offshore energy project proposals in collaboration with Texas A&M's Ocean Energy Safety Institute; ensured compliance with federal regulations, validated project need, and promoted responsible industry practices.

Rutgers Climate & Energy Institute | New Brunswick, NJ
Graduate Associate

Jun 2024 - May 2025

- Curated master's-level Alternative Energy Certificate in partnership with NJ Board of Public Utilities; equipped students with pathway to certify industry knowledge across engineering, economics, and public policy.
- Maintained and expanded strategic partnerships between academic institutions, external organizations, and academic professionals; strengthened program visibility and cross-discipline collaboration.
- Designed and administered surveys, processed data, and processed student support grants; streamlined program operations and improved coordination.

United States Army | Fort Drum, NY
Logistics Operations Manager

May 2019 – Nov 2022
Mar 2022 – Nov 2022

- Led 6-person logistics team to support 650-person organization in operational support and mission readiness.
- Supervised \$2.7M in budget expenditures and enforced property accountability for \$73M in assets; maintained full compliance with federal and military regulations.
- Directed 5 liability investigations for misplaced assets; implemented corrective actions that enhanced internal control procedures and prevented repeat incidents.
- Created an information hub in MS Teams that enabled senior leadership real-time visibility into actioning

officers' activity for ongoing projects; resulted in SAP-based inventory transfer delinquency reduction of 60% within 2 months through multi-lateral organizational coordination.

Infantry Operations Manager

Aug 2021 – Mar 2022

- Ensured personnel well-being and professional development of 40-member team; balanced mission demands with team member well-being under full adherence of regulatory standards.
- Fostered culture of accountability and professional excellence; resulted in 5 team members earning Army Achievement Awards.
- Prepared and presented operational briefings to senior leadership; provided transparent reporting on readiness, risk exposures, and compliance performance metrics.
- Planned, coordinated, and executed training programs for 120+ personnel; advanced organization's deployment readiness certification.

Logistics Readiness Officer

Oct 2020 – Aug 2021

- Led Emergency Deployment Readiness Exercise for 650 personnel on Global Response Force duty; ensured full compliance of operational readiness standards and validated rapid deployment capabilities in support of Operation Allies Refuge.
- Administered the Deployment Readiness Program as movement operations subject matter expert; increased unit compliance readiness rating by 50%.
- Managed 2 training deployment operations; transported \$24M of equipment with zero losses or damages to equipment.
- Coordinated the identification and transportation of 56 Personnel and \$1.7M of equipment; supported West Point Military Academy's summer training without incident.

Officer Candidate

May 2019 – Sep 2020

- Completed Basic Combat Training and Basic Officer Course; developed foundational leadership skills, operational planning, and tactical decision-making skills.
- Completed Infantry Basic Officer Course and Airborne Insertion Course; refined infantry leadership skills and tactics through immersive scenario-based training.

OTHER WORK EXPERIENCE

Hackensack University Medical Center | Hackensack, NJ

Mar 2017 – May 2019

Security Officer

Oct 2023 - Jun 2024

- Responded to hospital staff emergency assistance requests; ensured incident conflict resolution
- Enforced hospital policy to safeguard staff, patients, and visitors; maintained a secure and compliant environment.

Carbone Automotive Repair | Lyndhurst, NJ

Dec 2014 – Aug 2017

Automotive Technician

- Performed diagnostic testing on electrical, mechanical, and HVAC systems; identified faults and repaired systems.

Rutgers University | New Brunswick, NJ

Jan 2016 – Jul 2016

Research Assistant

- Assisted in administering supplemental academic curriculum to targeted student groups: enhanced learning outcomes and engagement in under-resourced schools.
- Recorded and analyzed student engagement metrics; proved data to refine curriculum delivery and improved program effectiveness.
- Tutored students in multiple subjects; addressed individual learning needs and contributed to measurable academic improvement and pro-social behavior.

EDUCATION

Rutgers University | Newark, NJ

Master of Public Administration- Budgeting & Financial Management

Completed: 2025

GPA: 4.0

Rutgers University | New Brunswick, NJ

Bachelor of Science- Environmental Business & Economics

Completed: 2016

GPA: 3.3

CERTIFICATIONS

Leadership of Public Organizations: Rutgers University- SPAA

Budgeting and Financial Management: Rutgers University- SPAA

Securities Industry Essentials: FINRA

TECHNICAL & PROFESSIONAL SKILLS

Administration and Collaboration: Microsoft Word | Excel | PowerPoint | SharePoint | Lists | PowerApps | Automate | Teams | Outlook

Data Collection and Analysis: SAP | SAS | STATA | Qualtrics

CORE COMPETENCIES

Records Management | Legal & Policy Compliance | Data Processing | Problem Solving | Research | Inter-Discipline Communication | Team Building | Leadership | Program Analysis | Systems Development