

# *Irene Kimball*

## **Consultant - TS/SCI With FS Poly**

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Detailed Strategic Communications Consultant with refined technical writing and public relations experience in both private and public sectors. Communicative and motivated individual well-versed in conducting proactive media outreach and innovative idea pitches. Recognized as a strong team player with versatile background in legislative policy research, policy advocacy, and strategic outreach.

## ***Skills***

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PR Strategy Development  
Event Planning and Coordination  
Information Gathering and Analysis  
Attention to Detail  
Editing and Review  
Communications Strategy  
Written and Interpersonal Communication  
Regulatory Research  
Policy development understanding  
Legal Research  
Analysis & Evaluation  
Project Management

## ***Work History***

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### **2022-01 - Current     Consultant**

*Riverhawk Consulting LLC, Fairfax, VA*

- Provide SME level communications consultation on audience targeting, media relations and dissemination channels.
- Provide technical writing, editing and analysis support of congressional reports, press releases, and CDAs.
- Ensure analytic clarity and tone consistency amongst published intelligence products.
- Develop and refine prep packages for senior ODNI leadership in support of congressional, academic and media engagements.

- Write, edit and disseminate post - event publications.
- Draft press releases, editorials, columns, white papers, and annual reports covering a variation of topics to include counterintelligence, policy and current events.
- Enhance brand recognition, consistency and visibility through expanding both, internal and external, analytic and academic outreach programs.

**2021-11 - 2022-05**

## **Recruiter**

*Targeted Victory, Arlington, VA*

- Doubled staff size as the sole recruiter during span of employment.
- Conducted market research and analysis trends to identify new staffing opportunities in an effort to optimize Senatorial and Presidential campaign performance.
- Emphasized job benefits to applicants to improve organizational appeal.
- Advised managers on best practices to maintain compliance with applicable employment laws.
- Collaborated with cross-functional teams, including creative, content, and web development, to produce engaging and relevant ads, job postings and social media content.
- Sourced for initial candidate pool compiling real time feedback for leadership using data gathered from sourcing and screening activities.
- Assessed applicant resumes against position requirements, performing initial video screening with qualified applicants.

**2020-05 - 2021-11**

## **Human Resources Officer**

*Central Intelligence Agency, Mclean, Virginia*

- Provided policy interpretation to managers, supervisors and employees on regulations, directives and standards related to federal employment, classification and pay management.
- Served as a coordinating point in resolution of problems related to the merit staffing process using quality management concepts.
- Participated in the early planning of all aspects of staffing including identifying recruitment needs, developing alternative recruitment approaches and strategies to meet hiring needs, identifying and cultivating recruitment sources, and developing lines of career progression.
- Advised and administered the merit promotion program for assigned organizations. Ensured that all employees receive fair and appropriate consideration for job opportunities at all grades through GS-15 and equivalent. In coordination with the assigned organization's subject matter expert, performed qualifications and job analysis.
- Provided technical advice to selecting officials in accordance with existing HR law, rule, or regulation.

## ***Education***

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**2022-12 - Current**

## **Certification: Lobbying & Ethics Public Policy Certificate**

*National Institute For Lobbying Nd Ethics - Washington, D.C.*

**2022-04 - 2023-09 Certification: Certified Personal Trainer**

*International Sports Science Association - Carpinteria, CA*

- Professional Development: CPR/AED Certified

**2015-08 - 2019-05 Bachelor of Science: Criminal Justice**

*Towson University - Towson, MD*

- 3.43 GPA
- Alpha Phi Sigma Member
- Osage Nation Higher Education Scholarship Recipient.

**2015-08 - 2019-05 Bachelor of Science: Psychology**

*Towson University - Towson, MD*

- 3.5 GPA
- Sigma Alpha Pi Member
- Osage Nation Higher Education Scholarship Recipient
- Honor Roll 2015 - 2019
- Capstone Project: Cardiovascular Disease and Malnutrition Leading to Cognitive Decline, Researcher and Writer - A simulated longitudinal study examining the long term effects of prolonged nutritional deficit and the development cardiovascular disease leading to cognitive decline later in life.