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Priya Sharma

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PERSONAL STATEMENT

Higher Executive Officer with six years in policy and operational delivery across two government departments. Experienced in turning ministerial priorities into workable plans, managing competing deadlines, and briefing senior stakeholders clearly. Recently led a cross-team review that cut a grant-processing backlog by 40%. Applying for an HEO policy role where I can combine analysis with delivery.

KEY SKILLS

- **Stakeholder management** — briefed directors and external partners on a £3m programme
- **Policy analysis** — drafted submissions and options papers for ministers

Project delivery | Data analysis (Excel) | Writing for senior audiences | Risk management

WORK EXPERIENCE

Higher Executive Officer — Department for Work and Pensions, London

Sep 2022 – Present

- Led a cross-team review of grant processing, cutting the backlog by 40% in four months.
- Managed stakeholder communications for a £3m programme across three directorates.
- Wrote ministerial submissions and briefings, cleared with minimal redrafting.

Executive Officer — Ministry of Justice, London

Jul 2019 – Aug 2022

- Coordinated a casework team of 8, improving on-time completion from 78% to 94%.
- Built a tracking spreadsheet that became the team's standard reporting tool.

EDUCATION

BA (Hons) Politics, 2:1 — University of Manchester, 2019

References available on request.

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