

Paul B. Hogan

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SUMMARY

Highly analytical and experienced professional with proven legislative, leadership, research, honed-communication skill sets, and prioritization experience.

SKILLS AND EXPERTISE

- **Computer/Technical:** research, database management, and presentation of data; Lexis Advance, West Law, CQ. Congress.gov, Microsoft Office Suite, Adobe, SharePoint, and proprietary portals.
- **Communication:** proficient in AP writing style and Bluebook citation, public speaking, cross-cultural facilitation, networking, and customer-interface.
- **Research:** efficient tracker of pertinent and relevant information through use of all sources of media, alert tools and networking.
- **Leadership:** experience in leading teams and office management; innovative problem solver, analytical thinker, detail-oriented, creative designer and team player.

EXPERIENCE

Government Affairs Specialist, Administrative Office of the United States Courts

(AO), Washington, DC

November 2021-Present

- Coordinate legislative views requests from the Office of Management and Budget with agency program offices
- Identify and track legislation that would impose new agency congressional reporting requirements
- Identify and track national security legislation that would impact the federal courts
- Meet with congressional staff to promote legislative proposals and discuss legislative concerns
- Research and respond to congressional constituent inquiries
- Identify and schedule office coverage for all congressional hearings that may impact the Judiciary
- Coordinate, review, and edit legislative articles for interagency publication
- Track and monitor the progress of judicial nominations and provide updates to agency leadership
- Brief agency leadership on significant legislative developments
- Assist in the preparation of congressional hearing testimony and briefing materials
- Draft, coordinate, and review legislative letters and interagency memoranda

Paralegal and Legislative Specialist, Administrative Office of the United States Courts

(AO), Washington, DC

December 2013 -November 2021

- Assisted Legislative Affairs staff in preparing congressional hearing testimony and briefing materials
- Maintained the office's legislative library and congressional databases
- Regularly analyzed the Congressional Record for congressional activity relevant to the Judiciary
- Identified, tracked, and analyzed individual bills introduced in Congress that could affect the Judiciary
- Reviewed and analyzed Judiciary-related congressional committee hearings and markups
- Coordinated and reviewed legislative letters and interagency memoranda
- Prepared reports for agency leadership on significant changes in Congress
- Further developed and mature legislative affairs processes to improve efficiency and collaboration
- Performed legal and legislative research on legislation that could impact the Judiciary

Congressional and Legislative Liaison Specialist, Defense Finance and Accounting Service

(DFAS), Alexandria, VA

September 2011 –December 2013

- Provided DFAS leadership and subject matter experts with relevant legislative information and insight into the substantive intent and expectation of congressional action impacting the Agency
- Tracked and analyzed the annual Defense authorization and Defense appropriations bills
- Identified, tracked and analyzed individual bills introduced in Congress that could affect the Agency
- Reviewed and analyzed Defense-related congressional committee hearings
- Collaborated with Agency and Department Internal elements and legislative branch elements to propose, coordinate, or facilitate legislation, hearing testimony, briefings and other legislative events
- Facilitated responses and resolutions to high-priority congressional inquiries
- Further developed and matured legislative affairs processes to improve efficiency and collaboration

Management and Program Analyst, Leaders in Motion Career Intern Program, Defense Finance and Accounting Service (DFAS), Arlington, VA

September 2009-August 2011

- **Rotation: Knowledge Management (KM)** (February 2011-August 2011)
 - Served as a content administrator for the DFAS Knowledge Management Community of Practice (milBook)
 - Collaborated with Knowledge Management team members in creating the DFAS Knowledge Management Enterprise Approach Plan and a community of practice guide for interagency use
 - Performed metric reporting on community of practice member usage and involvement
 - Gathered requirements for community of practice non-disclosure agreements and composed document according to specifications.
- **Rotation: Corporate Audit Readiness Office** (May 2010-February 2011)
 - Collaborated with DFAS Internal Review and DFAS Information and Technology in the development of a searchable, central repository for all internal and external audits with findings or recommendations affecting the Agency
 - Researched historical audit reports and reviewed recommendations pertaining to DFAS accounting systems as part of a greater effort to provide assurance to Agency customers in their audit assertions
 - Monitored the Audit Readiness Community of Practice on milBook and provided research support to Audit Readiness management in answering questions posted by members of the community
- **Rotation: Office of Strategy Management (OSM)** (September 2009-May 2010)
 - Advised and consulted with DFAS executives, managers, and supervisors regarding corporate strategy development and implementation
 - Assisted in facilitating strategy working groups comprised of Agency leadership and subject matter experts in the development and implementation of the 2010-2015 corporate strategy
 - Provided strategy manager with an analytical report on industry-wide best practices in applying performance measurement to organizational decision making

OTHER RELEVANT EXPERIENCE

IP Researcher, Landon IP, Alexandria, VA

November 2008-March 2009

- Researched and obtained corresponding foreign and US patent references and non-patent references from patent file histories
- Corresponded with clients to ensure their requests for patent file histories, certified documents, and legalization needs were met in a timely and professional manner
- Assembled, indexed, and provided patent file histories for clients

EDUCATION

George Mason University, Fairfax, VA

B.A. in History, 2005

George Mason University, Fairfax, VA

Paralegal Certificate, 2008

Project Management Institute, Falls Church, VA

CAPM Certification, 2011

George Mason University, Fairfax, VA

Master of Public Administration, 2014

West Texas A&M University, Online

Master of Science in Finance and Economics, 2022