

# James Shelton

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828-773-7811 - jwshelto@gmail.com - 9 Brucemont Circle Asheville, NC 28806

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## **Work Experience**

### **Buncombe County Government**

**Oct 2021 - Present**

#### **Management Analyst, Strategy & Innovation Department, Asheville, NC**

- Conduct systematic and methodical evaluation and analysis of data and facts to inform decision making by Department Directors and County Leadership; make recommendations to management through presentations or written reports.
- Assist in Departmental Business Planning through a process that defines and documents goals, initiatives, actions, and measures that align with and assist in the execution of the County's strategic vision and plan.
- Provide Enterprise Level project management by planning, coordinating, communicating, and governance to achieve an organization wide result with a defined beginning and end.
- Develop and design performance metrics and indicators that demonstrate effectiveness of key business initiatives.
- Create and maintain data management tools for use by internal and external stakeholders of the County.
- Analyze data from multiple sources in order to provide cost-benefit analyses and other information that inform important decisions.
- Provide departmental support including informing decisions related to business operations, process improvements, policy compliance, and gathering best practices.

### **U.S. Department of Housing and Urban Development**

**Mar 2016 - Sep 2021**

#### **Management Analyst, Multifamily Housing Division, New York, NY**

- Analyze program data to evaluate Multifamily policies and identify new ways to use data to achieve performance and programmatic goals as set by national leadership;
- Synthesize data from internal systems using Power BI Dashboards, Microsoft Access (SQL), Excel, Power Query, Word, and Powerpoint to facilitate decision making for the regional leadership team;
- Collaborate with a national team of Information Specialists to implement a Data Quality Assurance Plan across complex internal systems;
- Oversee the Asset Management Pipeline System, which is used to perform workload and performance analysis, and train a team of Program Assistants to guarantee proper data entry and workflow;
- Fulfill Freedom of Information Act (FOIA), Congressional, and Executive level information requests by providing reports and analysis to requesters;
- Provide frontline staff with detailed property financial statement history analysis to understand long-term trends across HUD's portfolio;

### **U.S. Department of Housing and Urban Development**

**Feb 2015 - Mar 2016**

#### **Account Executive, Multifamily Housing Division, Chicago, IL**

- Managed a portfolio of 66 multifamily properties to ensure regulatory compliance with Federal Housing Administration programs;
- Performed risk-rating investigations for properties receiving FHA insurance or rental assistance subsidies, weighing the risk of loss to HUD's insurance fund and availability of affordable housing in the market;
- Evaluated properties' annual financial statements and monthly accounting reports to assess long-term financial stability;
- Conducted detailed semi-annual performance reviews of grants to guarantee adherence to grant agreements which provided on-site service coordinators for elderly and disabled tenants;

**U.S. Peace Corps****Mar 2012 - Apr 2014****Agriculture and Forestry Extension Volunteer, Madagascar**

- Conducted and analyzed a community needs assessment to determine site project feasibility;
- Directed a week-long female youth empowerment camp of 20 participants and managed \$2000 of USAID funding in its completion;
- Collaborated with directors to design training programs for new agriculture volunteers;
- Trained 20 local farmers to use improved and intensified rice-growing techniques;
- Organized a cooperative of 22 female farmers and led fundraising of \$400 for their projects;
- Procured \$400 of funding for the repairs of 8 water pumps and collaborated with local government officials throughout project implementation;

**Education****Baruch College, The City University of New York****May 2019**

Master's in Public Administration (MPA), Specialization: Policy Analysis and Evaluation

**University of North Carolina - Asheville****May 2011**

B.A. Political Science, Minor: Economics