

Milica Simovic

+1 (561) 587-9501 | msimovic048@gmail.com

EDUCATION | Florida State University

Master of Public Administration (MPA), *Summa Cum Laude*

August 2019 – July 2021

- *Homeland Security, Human Resource Management*

Master of Science (MS), *Summa Cum Laude*

August 2019 – December 2020

- *International Affairs, Emergency Management*

Bachelor of Science (BS), *Cum Laude*

August 2014 – August 2017

- *International Affairs, Chinese Language and Culture*

PROFESSIONAL EXPERIENCE

LexisNexis Risk Solutions | Risk Data Operations

Content and Policy Analyst II

November 2021 – February 2024

- Creating, publishing, maintaining, and updating over 150 Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) policy and procedure documents on data entry standards and inclusion/retention policies for global database alignment of entity profiling with international standards and national laws for AML and privacy.
- Revising policy for Politically Exposed Person (PEP) coverage in AML data, developing coverage expansion across five countries and over 40,000 administrative units, adding best-in-industry detail to thousands of entity profiles.
- SME Scrum Liaison and Knowledge Repository (KR) project lead for systems management, policy creation and alignment on:
 - Database inclusion criteria with ongoing enhancements to the KR interface design, in coordination with stakeholder teams (Systems, Product, Market-Planning), external vendors and senior leadership.
 - Business case research analyst for expanding global PEP administrative unit coverage by parsing national legislation for determining inclusion standards of qualifying PEP and MicroPEP coverage and inclusion for over 100 countries in accordance with national PEP coverage laws and AML/CTF inclusion standards;
 - Knowledge Repository (KR) website management and enhancement through datagen and script modifications, and backend environment adjustments on the master console;
 - Business Rule (BR) enhancements in adherence with inclusion criteria policy for profiling standards.
- Mapping administrative divisions at the subnational, civic, and metro levels and coordinating database modifications for PEP coverage expansion by creating admin unit changes worksheets in XLSX using database records pulled from SQL.
- Compiling Trade Compliance schema research and recommending new methods for maximizing scalability of trade compliance coverage to Risk Data Operations senior leadership for 5 countries and the EU.
- Improving team's policy development in accordance with SLA (internal deadlines) from 88.4% in 2021 to 100% SLA success in 2023 in responses to inquiries about coverage expectations by 8 worldwide researcher teams.
- Creating, publishing new comprehensive internal procedural documentation for onboarding & training Analysts with guidance on: template formatting, AML-CTF, conceptualizing the Analyst role, database concepts, Tableau & SQL skills development (i.e., conceptualizing database programming and navigating queries and calculated fields), and navigating Excel (i.e., pivot tables, sliders, macros, formulas), as well as scrum methodologies and procedures for creating or modifying a PBI or Bug work item.
- Developing multiple tools for process efficiency and recordkeeping.

Florida State University

Graduate Research Teaching Assistant

August 2019 – December 2021

- Triaging student, staff, and external requests for information; evaluating student assignments applying university rubrics;
- Creating filing system for annexing student records;
- Creating program course lists and managing new-hire trainees in developing new course lists;
- Generating efficiency improvements to new-hire training by creating a new comprehensive job aid manual guide;
- Comparatively analyzing curricula, procurement, and personnel metrics for domestic graduate public administration programs to optimize Askew School program management; presented research to FSU's Public Administration Committee;
- Website design and domain procurement for the North Florida chapter of the American Society for Public Administration;
- Working on a team to create an annual business continuity of operations plan for operational relocation due to emergent circumstances; conducting survey research interviewing Dean and leadership staff to create organizational and evacuation plans for the college, along with a personnel communications chart.

Pablo Neruda Technological High School

English Language Teaching Assistant

October 2017 – April 2018

- Teaching 6 '*Seconde*' classes (10th grade) 4 '*Première*' classes (11th grade) and 3 '*Terminale*' classes (12th grade); Lesson-planning and lecturing on different themes related to the students' overall curriculum in preparation for the EOY Baccalauréat exam.

CORE COMPETENCIES

- **Language Proficiencies** | Serbo-Croatian (Native/Bilingual); French (Fluent); Mandarin (Beginner);
- **Policy Research, Analysis, & Development** | Anti-Money Laundering and Counter-Terrorism Finance (AML/CTF) Know Your Customer (KYC) compliance; profiling AML violators by tracking Adverse Media and Enforcements against AML violators along with Politically Exposed Persons (PEPs) for WorldCompliance (WCo) data products for regulatory client screening;
- **Controlled Good Trade Compliance** | Schema development and database structuring for new Dual Use Good product; parsing UN and EU legislation on dual-use exports and license requirements; presenting research to senior Risk Data Operations leadership;
- **Programming & Database Management** | MySQL, Python, Excel Visual Basic (VBA), Excel PivotTables, Scrum (Agile-Waterfall), Systems, Microsoft Visual Studio Team Foundation Server (TFS);
- **Data Visualization** | Tableau, Power BI, Obsidian, Canva, Adobe, Photoshop;
- **Project Management** | Microsoft Office Suite, Knowledge Repository Management.