

# Meghan Newman

Jacksonville, North Carolina | 630-835-9917 | mlnewman53@gmail.com | linkedin.com/in/meghan-newman2

June 7, 2026

Hiring Manager  
Alaka`ina Foundation Family of Companies  
Jacksonville, North Carolina

Dear Hiring Manager:

I am applying for the Senior Program Analyst position with Alaka`ina Foundation Family of Companies, supporting II Marine Expeditionary Force at Camp Lejeune. My background includes more than two decades of Marine Corps service with extensive experience in program execution, operational planning, training evaluation, documentation review, lessons learned, and process improvement. This opportunity appeals to me because it connects directly to my experience turning operational requirements, policy guidance, and classroom execution into organized programs that leaders can assess and improve.

In my current role as a Senior Director of Leadership Education and Organizational Development, I oversee instructional operations, certification requirements, evaluation standards, policy implementation, and quality control for a high-volume professional education program. I manage schedules, review records, identify gaps, standardize procedures, and prepare information for senior leaders. These responsibilities align closely with the work of program analysts because they require sound judgment, careful research, clear writing, and the ability to distill scattered information into useful recommendations.

I am especially interested in this position because it would allow me to apply my strengths in independent analysis, records review, and developing lessons learned. I work well when I can dig into source material, compare actions against requirements, and produce a clear, reliable product with limited supervision. My experience supporting after-action reviews, curriculum updates, instructor certifications, and policy changes has strengthened my ability to spot trends, capture lessons, and recommend practical fixes. My Lean Six Sigma Green Belt and Black Belt training also supports my ability to improve processes, reduce waste, and build reliable tracking methods.

My military background has taught me to protect sensitive information, meet deadlines, and remain steady when requirements shift. I would bring Alaka`ina a dependable program management mindset, strong written communication skills, and a practical understanding of Marine Corps operations at the unit and institutional levels. I am available for an interview at your convenience and can be reached by phone or email. Thank you for your time and consideration. I look forward to discussing how my experience can support II MEF and the Senior Program Analyst role.

Respectfully,  
Meghan Newman