

Associate Program Manager

ROBERT SMITH

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Objective

Results-driven, achievement oriented, and self-directed management professional, highly effective diagnosing key issues and solving complex operational problems within multi-agency, mid-tier and rapidly growing, fast-paced enterprise environments.

Skills

Accounting Software, Management.

Work Experience

Associate Program Manager

ABC Corporation - May 2010 - January 2012

- Assisted Program Managers and/or Business Unit Leaders/Directors in managing various programs.
- Assisted the Program Manager with the centralized planning, cost reporting, and control required to meet the cost, schedule, and performance goals throughout the life-cycle of their assigned program(s).
- Assisted Program Managers in monitoring, updating, and reporting on their program(s) status in accordance with the SNC CPPM process.
- Assisted Program Managers in coordinating across all organizational functional areas including Engineering, Operations, Finance, Contracts, Admin, and Business Development.
- Assisted Program Managers in successfully completing the SNC proposal process.
- Coordinated all proposal review data required for executive management approval, and verified technical, costs, and management requirements of the proposal were met.
- Served as a secondary representative with the customer on their Program Managers assigned program(s).

Associate Program Manager

Delta Corporation - 2009 - 2010

- Manage dementia memory care unit Design and schedule daily activities.
- Closely worked with corporate Accounts Payable to ensure invoice payments were processed accurately and in a timely manner n Reviewed third party .
- Provided administrative sales support to facilitate the work flow process for large customer portfolios.
- Consistently worked to improve/streamline .
- Provided assistance and support to Program Manager in the management of several high-profile international accounts.
- Managed processing of quantitative data.
- Prepared and organized reports, and worked with several departments to complete projects on time.

Education

Management - (University of Management & Technology - Arlington, VA)