

Robert Smith

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Documentation Analyst

SUMMARY

Highly qualified Documentation Analyst with experience in the industry. Enjoy creative problem solving and getting exposure to multiple projects, and would excel in the collaborative environment on which your company prides itself.

SKILLS

SQL, HIPAA Administration, Customer Service, Inventory Management, Health Benefits Administration.

WORK EXPERIENCE

Documentation Analyst

ABC Corporation - September 2010 - April 2011

- Handled and maintained all software documentation requests for the end-client nutrition companys suite of internal, propriety e-commerce applications for selling client products.
- Created programming documentation and flowcharts for newly constructed and existing C# programs.
- Documents were constructed using Microsoft Word, Excel, and Visio.
- Scheduled meetings and presented these program documents and flowcharts to upper management.
- Required a strong understanding in the areas of application programming, database, and system design.
- Documented company programming processes and practices.
- Gathered requirements and assisted in the documentation of the steps needed for the clients conversion from a .NET environment to Java.

Documentation Analyst

Delta Corporation - 2009 - 2010

- Draft interest rate swap confirmations and coordinate, assign and review all firm trades done in Singapore.
- Proofread and edited military training manuals.
- Managed schedules and monitored Special Inspections and Time Change Items for 45 F-16 aircraft valued at \$1.1B.
- Coordinated local contract and depot field team schedules with the Pacific Command Headquarters in order to meet the established \$33M flying-hour .
- Conducted isochronal inspection home station checks for pre and post-dock meetings; coordinated shared resources facilities.
- Advised leadership on air frame capabilities, time and material constraints, and deviations from maintenance flying schedules.
- Accurately review and enter lease contracts, negotiate document changes with clients, facilitate funding transactions, and consistently meet or .

EDUCATION

Bachelors of Business Administration in Computer Information Systems - 1997(The University of Houston - Houston, TX)