

ROBERT SMITH

Management and Program Analyst (HR)

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SUMMARY

Motivated achiever who is highly recognized for program excellence, integrity, innovated best practices and discipline attention. Strong leader resulting in creating positive productive environment balanced with exceptional interpersonal skills and management knowledge.

SKILLS

Motivational Speaker, Presenter, Mentor, Coach

WORK EXPERIENCE

Management and Program Analyst (HR)

United States Department Of Agriculture - August 2008 – Present

- Advises and counsels management on utilizing the hacu intern program, 1890 scholars program for hbcu's and summer intern programs.
- Creates and timely orchestrates the special emphasis awareness programs (sep) by sphere heading the coordination of program organization.
- Promotes awareness of eeo and civil rights. Develops communication lines, rapport, and understanding between agency-wide state offices and the office of civil rights.
- Monitors and evaluates program delivery and human resource policies, practices and by reporting findings to the appropriate officials with recommendations for corrective action.
- Prepares annual sep work plans to be incorporated into the agency's annual management directive (md)-715 report.
- Participates in studies and compliance reviews to identify systemic forms of discrimination and program delivery activities. Educates senior management officials and employees on sep the goals and objectives.
- As diversity coordinator provides human resources with data needed to compile the agency md-715 report. Compiles data needed for the annual md-715 along with provides human resources with data required for recruitment.

Program Coordination Specialist

Talent Management Branch - August 2007 – May 2008

- Designed and implemented a leadership development plan "road map" for my career development growth.
- Completed 360-degree leadership assessment instrument to acquire essential behaviors of a successful leader.
- Participated in team-based learning, simulations, role-playing, presentation activities and case studies.
- Trained in teambuilding, project management, presentation skills, team strategies, emotional intelligence, decision making/problem solving, leaders as supervisors, community of practice,

benchmarking, leading change, transformational leadership, mentoring, work life balance, best practices.

- Assisted in developing a off-site performance measures event during my 60-day detail assignment with general services administration/public building services/workforce development branch.
- Ensuring 100% inventory and accountability of all property.
- Ensuring all customer tickets are resolved and assigned to the appropriate queues for timely completions.

SCHOLASTICS

- Master Of Arts in Human Resources Development - August 2002(Webster University - St. Louis, MO)Bachelor Of Science in Social Psychology - December 2000(Park University - Parkville, MO)