

Senior Program Management Analyst

ROBERT SMITH

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Objective

Senior Program Management Analyst with seven years of supporting domestic and international programs for the federal government including regulatory compliance, policy development, and implementing quality improvements. Exposure to interpretation of federal regulations, ensuring regulatory compliance, and performing audits. Expertise in data collection, data analysis, and developing complex metrics.

Skills

Regulatory Compliance, Process Improvement, Supply Chain Management, Inventory Management, Project Management, Project Coordination, Implementation

Work Experience

Senior Program Management Analyst

Spawar Systems Center Atlantic - November 2012 - Present

- Government support for Federal Integrated Product Team (IPT), Department Of Transportation (DoT), United States Air Force (AFISRA), Federal Aviation Administration (FAA) And The United States Southern Command (SouthCom).
- Responsible for working directly with the program/project managers on planning, analyzing and or evaluating the financial aspects of the project.
- Responsible for assisting the program/project manager with program and financial operations support.
- Responsible for the Statement of Work (SOW) development, Delivery Order Contract Modification Requests (DCMR) creation, financial planning and management, acquisition planning and pr initiation.
- Extracting the financial information and assist in the preparation of various budgetary reports.
- Assisting in developing future years budget requests for assigned organizational components.
- Verifying and analyzing the budget appropriations, financial management, development of financial presentations and reports.

Program Management Analyst

ABC Corp - 2011 - 2012

- Made continuous and proactive efforts to analyze existing internal and external processes, find useful and applicable best practices, and efficiently implement them within the individual projects.
- Responsible for financial monitoring and reporting to customers and sponsors.
- Gathered administrative, financial, and project planning information using dashboard application tools.
- Processed routine requests for allotment of funds, verifying and analyzing budget and appropriations, sorting documents and locating and assembling information.
- Developed and recommended plans while working with suppliers on delivery for key commodities.
- Assisted the team members with problem-solving as the Subject Matter Expert (SME).

- Interfaced with the product/manufacturing engineers and assembly plant personnel in identifying issues and timely resolution.

Education

Political Science - 2010 (Citadel Military College Of South Carolina - Charleston, SC)