

ROBERT SMITH

Program Management Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A dynamic and effective Program Management Analyst with proven ability to implement process improvements, cost savings, analysis methodology, and finely tuned interpersonal skills. Leverages a diverse background that includes success within Project Management and Analysis, Vendor Management, SharePoint Administration and Public Relations.

CORE COMPETENCIES

Microsoft Office, Change Management, Quality Management, Quality Assurance, Quality Control, Training & Development

PROFESSIONAL EXPERIENCE

Program Management Analyst

Ford Motor Company - February 2014 – Present

Key Deliverables:

- Leading drive event for executive management includes working with marketing and integration teams.
- Leading small car decision forum, color harmony process, target setting, sourcing, media.
- Cultivating relationships with various cross-functional teams in order to support change.
- Controlling, managing aims, launching meetings, and optimizing the plans based on external factors.
- Documenting findings of studies and prepare recommendations for implementation of new plan study of work problems and procedures, communications, information flow.
- Motivating and driving a team to resolution with work plans and accountability.
- Driving quality control through direct supervision of fuel-air explosive technology.

Program Management Analyst

Yazaki North America - 2009 – 2014

Key Deliverables:

- Built project plans for assigned projects based on resource estimates, timelines, budget and other financial information.
- Analyzed and summarized the project data and disseminated outcomes to appropriate parties.
- Developed strategic and tactical business approaches for executive consideration and implementation.
- Extracted and interpreted information, and evaluated market data.
- Investigated operational issues and determines resource allocation.
- Prepared the industry and company research by collecting, organizing, and analyzing data.
- Maintained documentation and communications including status reports, project charters and quality assurance reviews.

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EDUCATION

- M.S. in Engineering Management - 2007 (The University Of Michigan - Dearborn, MI)B.S. in industrial And Systems - (The University Of Michigan - Dearborn, MI)