

ROBERT SMITH

Sr. Program Management Analyst

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SUMMARY

Career-minded, Sr. Program Management Analyst individual seeking gainful and long-term employment within the Finance field to include but not limited to Financial Management, Budget Analysis, and Program Control, with a dynamic organization that will benefit from extensive knowledge and training, a Federal Government background, and a driving work ethic. Exceptional analytical and research skill set for detail and negotiation.

SKILLS

DELPHI (Oracle), PRISM Tool, Funding Memo Repository (FMR) SPIRE, Hogan, FMS, BTT, FCM, GFEBS, Open Obligation Validation Application

WORK EXPERIENCE

Sr. Program Management Analyst

Eis, Inc - March 2016 – Present

- Providing continuous financial reconciliation support to the department of homeland security client (USCG) budget execution program office (DCO-831) for the closing out of Inter-Agency Agreements (IAAs) and Director of Operations Resource Management, user fee travel for vessel inspections (DCO-832).
- Developing and maintaining the standard operating procedures to manage, track and report on overseas inspection service delivery, billing and collection.
- Assisting in the coordination of program personnel travel budget planning and travel expenditure tracking and reporting.
- Maintaining travel programs that include management of centrally and individually billed accounts, hotel room, travel orders and authorizations.
- Preparing and analyzing the financial reports on commitments, obligations, and expenditures for assigned programs.
- Working with assigned programs to resolve discrepancies between planned and actual obligations and expenditures, identifying potential funding issues and working to mitigate shortfalls/surpluses.
- Ensuring compliance with established agency internal control procedures by examining records, reports, operating practices, and documentation.

Program Management Analyst

General Dynamics - September 2011 – March 2016

- Prepared financial research, developed and maintained spreadsheets that assist in budget analyst and budget formulation.
- Routed the incoming ITR travel packages to coast guard finance center for processing along with supporting travel documentation.

- Inputted data provided by vessel inspectors into the federal financial system for authorizing official approval.
- Advised the regulated maritime industry and other federal agencies on requirements for requested overseas vessel inspections, including ensuring proper documentation of requests, the collection of fees before inspection.
- Interpreted, implemented, and provided expertise for the development of national policy for collection and deposit user fee charged to vessel owners and operators requesting inspections at Non-U.S. Ports.
- Developed, generated and maintained data summaries and reports including charts and graphs for management metrics.
- Delivered key metrics status and assessment presentation for director/management reviews.

SCHOLASTICS

- B.A. in Business Administration - 2010 (University Maryland University College - Adelphi, MD)