

ROBERT SMITH

Program Management Analyst

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Confident, results-driven Program Management Analyst with proven ability to optimize performance across an organization. Leader in developing and implementing processes, policies and best practices, ensuring the highest levels of compliance and efficiency across projects and programs. Leverages a diverse background that includes success within Project Management and Analysis, Vendor Management, SharePoint Administration and Public Relations.

EXPERIENCE

Program Management Analyst

All Native Group/ H - JUNE 2018 - PRESENT

- Providing program support, which includes but is not limited to, providing budgetary support, assistance in program planning, project and program management, assistance in program planning, estimating financial requirements and planning budgets for the United States Assistant Secretary of the Army for acquisition, logistics, and technology (ASA (alt)) medical system, creating detailed briefings and presentations, and creating project plans or GANTTs.
- Providing executive-level administrative support which includes, but is not limited to, providing event assistance, audio/visual and video teleconference coordination, as well as organize project reviews.
- Attending weekly Multiple System Operator (MSO) and weekly meetings to provide MSo staff members with advice and recommendations.
- Completing the actions items as assigned in accordance with the timeline discussed.
- Providing medical computer illustrations, medical computer graphics, medical powerpoint, and medical briefing charts of the medical systems program office.
- Participating, conducting, coordinating, and leading the meetings/workgroups as requested and providing the Subject Matter Expertise (SME) in support of United States Army Medical Research and Material Command (USAMRMC) medical systems within these forums.
- Assisting with setting project/product milestones, preparation of fiscal year product requirements, planning, programming, budgeting, and execution, as well as other pertinent business of the medical systems program office.

Program Management Analyst

National Guard Bureau - JANUARY 2009 - JUNE 2018

- Provided technical assistance, coordination, and support to management in a variety of matters relating to management

programs and initiatives impacting the organizations activities.

- Developed and evaluated the policies in assigned areas of responsibility and recommend changes to the existing issuances and directives.
- Developed, implemented, and monitored the management information systems.
- Prepared and provided briefings and presentations on analytical findings and recommendations and represented the organization at meetings and conferences.
- Wrote detailed reports and draft documents covering complex technical information including policies, training manuals, conference materials and management reports.
- Participated in a wide array of activities associated with project planning and management to ensure that projects are completed on time, within budget and to internal client specifications.
- Responsible for overall success of less complex or small projects.

EDUCATION

- DBA in Homeland Security - October 2015 to December 2018(Walden University - Baltimore, MD)BS in Criminal Justice - October 2012 to December 2014(Grantham University - Kansas City, MO)MBA in Project Management - November 2010 to September 2012(Grantham University - Kansas City, MO)

SKILLS

Microsoft Office Suite (Word, Outlook, PowerPoint, Excel), Windows, Human Resource Management System (HRMS), SAP, PBUSE, GFEB, And Can Type 55-60 Words With Accuracy.