

Robert Smith

Program Management Analyst I

CONTACT DETAILS

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PERSONAL STATEMENT

Program Management Analyst I with 13 years of experience. To apply organizational leadership skills and experience To contribute and utilize my strengths and talents to strive towards desired objectives and missions To support and assist projects, mission objectives, and organizational values to ensure satisfaction to the highest degree of excellence.

SKILLS

Inventory, Microsoft
SharePoint, SharePoint,
Salesforce, Microsoft
PowerPoint, Visible
Thread

WORK EXPERIENCE

Program Management Analyst I

Remote - May 2012 - Present

Responsibilities:

- Supporting program management with fixed firm price, cost plus, and Time and Materials (TM) contracts.
- Assisting with budget and finance management for multi-million dollar contracts.
- Serving as the principal contact between client and organization to ensure 100% client satisfaction with delivered services.
- Reporting on the health of the project and team performance against established service level agreements, contract deliverables, weekly activity reporting, and monthly status reports.
- Assisting prime and subcontractors with travel arrangements per customer and contractual needs.
- Continuously leading the PMO successfully through annual corporate audits.
- Controlling internal quality failures by addressing the root cause within the organization.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Program Management Analyst

Adek Productions - 2005 - 2011

Responsibilities:

- Reported the performance of the quality system to senior management quarterly.
- Created reports for the brief executive organizational management with quarterly program management reviews.
- Compiled, edited, and submitted contract deliverables, weekly activity reports, monthly status reports, and service level agreements.
- Assisted in developing contract policies, department goals, and contractual objectives.
- Led project management activities such as project reporting, project planning, issue/risk tracking, work breakdown structures, scheduling effort estimation and tracking, other project documentation preparation, and turnover to production.
- Directed and controlled all work performed.
- Reported and escalated the progress/issues to direct management, as needed.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelors Of Arts Degree in English, Psychology - September 2013(University Of Maryland University College - Adelphi, MD)