

Robert Smith

Program Management Analyst II

CONTACT DETAILS

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PERSONAL STATEMENT

Experienced and versatile Program Management Analyst that works well under pressure ensuring delivery of superior, accurate, and consistent work within tight deadlines. Innovative team-player with demonstrated success in day-to-day leadership qualities to articulate the goal, draw-up the game plan, and motivate assigned teams. Strong organizational skills, experience in planning, organizing, and executing logistics support operations.

SKILLS

Microsoft Office,
Contracts, Scrum, Agile,
Jonah, Navy ERP,
Powerpoint, Program
Management

WORK EXPERIENCE

Program Management Analyst II **ABC Corp - November 2017 - Present**

Responsibilities:

- Coordinating with outside agencies or organizations in support of PMA-265 as a whole.
- Generating acquisition related documentation and /or inputs (e.g. , SOWs, CDRL packages, requirements documents, position papers, etc.).
- Developing schedules and resource allocations necessary for successful program execution.
- Coordinating meetings with contractors, military, civilians, and headquarters to ensure that all stakeholders are included.
- Understanding the roles and responsibilities of all key program and/or project participants supporting the program/project.
- Performing financial analysis for funds received, required, committed and expensed.
- Understanding the decision authority within each civilian/military customer.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Program Management Analyst **Andromeda Systems Inc - August 2017 - November 2017**

Responsibilities:

- Developed the statement of works, built contracts, performed project scheduling and estimating, identifying resources required to execute the project/program and performed technical evaluations of contractor proposals.
- Provided CDRL support to the combat identification team to include, tracking submitting and updating.
- Developed plans, schedules, and budgets to meet contractual requirements for a program or several portions of a very large program.
- Established the complex program plans and conducted in-depth research to define program requirements.
- Interfaced with all levels of the customer, vendors and internal departments to coordinate deliverables, budgets, and schedules.
- Assisted in developing new methods for tracking and reporting program status statistics.
- Made recommendations to management on changes as appropriate.

REFERENCES

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

Education

MBA - 2016 (Saint Leo University)Bachelors Of Science, Business Administration - (University Of Maryland-University College)Associates Of Applied Science, Criminal Justice - (College Of Southern Maryland)Certificate - (College Of Southern Maryland)Diploma - (Leonardtwn High School)Guttenberg Award - (Leonardtwn High School)Certificate Of Completion, Graphic Arts - (Glenn Forest Technical Center)