

# Robert Smith

## Program Management Analyst

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### SUMMARY

A hard-working, reliable and positive Program Management Analyst with great communication skills seeking a challenging position in the field of Business or Finance. Prefer supporting Department of Defense (DoD) Federal Government/support contractor or a successful business that offers professional administrative/technical/program management services and the opportunity for career growth.

### SKILLS

MS Word, MS Project, MS Excel, MS Access, MS PowerPoint, SharePoint, CDRL Access Tool, Online Domain Systems, Excellent Communication And Customer Service

### WORK EXPERIENCE

#### Program Management Analyst

Saic - September 2013 - Present

- Creating the Work Breakdown Structures (WBS) for various programs and track planned work hours and cost to the actual work hours and cost.
- Assisting in creating Standard Operating Procedures (SOP) for various required on the job tasking using MS Project, developing and maintaining approximately 30 program schedules.
- Providing leadership to various project support members regarding schedules and program status.
- Filtering milestones to the leadership and assisting in maintaining a master schedule detailing the status of each program.
- Developing slides for the Program Objective Memorandum (pom) that depict the timelines of various capability drops.
- Generating the branch status reports for various systems within the division in order to display where the program stands in regards to cost, schedule, and production.
- Participating in a small working group, assisting in generating a POAM, MOA and timeline moving forward.

#### Program Management Analyst

ABC Corp - March 2012 - September 2013

- Worked with government system leads on tracking Earned Value Management (EVM) in program schedules.
- Provided assistance, slides and inputs for program management reviews for over 15 different programs.
- Fulfilled, analyzed and generated client and/or management report requests by using available tools such as database queries, canned reports, and other data.
- Collaborated with the technical development team and subject matter experts to satisfy contract requirements, and manage client expectations.
- Created business and functional requirements for enhancements and new system initiatives working with the client and the remote technical development team.
- Developed training documentation client for client presentation.
- Analyzed operations and recommended business process improvements.

### EDUCATION

Bachelors Of Science in Management - 2006 to 2010(West Virginia University - Morgantown, WV )