

ROBERT SMITH

Project Administrator III

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Project Management Data Analysis ERP Software Testing Experience Detail Oriented and Efficient Strives for Continuous Improvement. Seeking a position as a Project Administrator with an opportunity to use my skills in a team environment.

EXPERIENCE

Project Administrator III

ABC Corporation - 2010 - PRESENT

- Assists in managing all aspects of conversion process team meetings with bank and vendors, project updates on sharepoint site, system testing with client, quality assurance results, change control, and implementation.
- Assists in monthly forecasting and re-forecasting within the allotted time for full-time employees, professional service organizations and vendors.
- Provides detailed meeting agendas and minutes on a weekly basis for three projects.
- Supports camm replacement and e archive meetings by compiling agendas, minutes, post-implementation list and schedule.
- Interface with program management, purchasing, production facility and supply chain controllers to allocate materials.
- As project administrator for anthems behavioral health team, responsibilities are related to two major projects, the pc-insite project and health homes.
- Provide support to departments by maintenance of corporate business processes, procedures and policies.

Project Implementation Manager

ABC Corporation - 2007 - 2009

- Managed all aspects of conversion process team meetings with bank and vendors, system setup in cfi secure website (proginet), system testing with client, quality assurance results, change control, and implementation.
- This process formerly handled by 3 fte; saved 2 fte, due to focus and experience.
- Increased customer base by working with various software and hardware vendors such as csi, rdsi, dcm, jara dcp, and jack henry.
- Implemented updated federal reserve bank check 21 regulation image technology, saving money and increasing float times.
- Offered competitive rates to customer banks for check clearing / settlement compared to federal reserve, capturing increased market share.

- Ensured smooth, seamless transition for customers by transferring knowledge and training new omaha team.
- Received outstanding customer service award in august 2008, meeting customer demands despite adverse situations.

EDUCATION

- High School in Diploma

SKILLS

Microsoft Office, Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat, Public Speaking