

ROBERT SMITH

Senior Program Analyst (Planner)

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

6 years of experience as a Senior Program Analyst is looking to be hired for the position of Project Manager, where I can lead and build a great team. I want to use my project management experience to complete projects on time and on a budget, and keep project stakeholders and staff happy.

CORE COMPETENCIES

Personal Identifiable Information PII Breaches, Research, Case Management, Recruiting, Exemptions, And Consulting.

PROFESSIONAL EXPERIENCE

Senior Program Analyst (Planner)

US Department Of Health And Human Services - February 2015 – June 2018

Key Deliverables:

- Provide analysis and recommendations to the secretary and other senior leaders on funding.
- Priorities, performance management, budgets, regulations, operations, and a range of policy.
- Facilitate planning processes and serve as the primary office liaison for a \$15 billion human.
- Services portfolio including early childhood care and education, youth homelessness.
- Manage complex inter-agency projects that require input from a diverse range of stakeholders and data sources, such as the development of the presidents budget.
- Ensure the inclusion of key stakeholders and inter-agency contacts in program management and policy development, particularly in areas where partnerships across agencies could.
- Extensive classified analysis and data gathering to include the proper handling and distribution of this information.

Social Science Analyst

US Department Of Health And Human Services - August 2012 – February 2015

Key Deliverables:

- Coordinated and oversaw department-wide planning and activities to improve the delivery of services related to homelessness, particularly family and youth homelessness, focused on research-based practices, data analysis, coordination, and performance improvement.
- Conducted multiple high level classified briefings, both internally and externally, including to the hill.

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- Traveled extensively throughout the theater to meet with various military elements affected by the threat of IEDs, including route clearance teams, to discuss their tactics, techniques, and procedures.
- Served as the departments primary liaison to US Interagency Council homelessness.
- Advised the secretary and agency leadership on research, best practices, and policy related to homelessness, immigration, human trafficking, marriage and fatherhood programs, and place-.
- Provided technical and programmatic expertise for the development of program guidance, policy.
- Oversaw research contracts and developed a research agenda in assigned policy areas.

EDUCATION

M.A. in Social Service Administration - (University Of Chicago)B.A. in international Studies And Theology - (Loyola University Chicago)

