



AVA DAVIS

Senior Program Analyst

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Data Analysis



Program Evaluation



Project Management



Strategic Analysis



Budget Management



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🌀 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Arabic



Polish

🌟 ACHIEVEMENTS

- 🌟 Streamlined reporting processes, reducing preparation time by 30% while enhancing data accuracy.
- 🌟 Led a cross-departmental initiative that improved program delivery efficiency by 25% through optimized scheduling.

👤 PROFESSIONAL SUMMARY

Resourceful Senior Program Analyst with over 5 years of experience in program evaluation and strategic analysis. Proficient in synthesizing complex data to inform decision-making and optimize program effectiveness. Proven track record of managing cross-functional initiatives, driving process improvements, and delivering actionable insights to enhance operational performance.

💼 WORK EXPERIENCE

Senior Program Analyst

📅 May / 2021-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Developed and maintained comprehensive Integrated Master Schedules (IMS) for multiple acquisition programs, ensuring alignment with project milestones.
2. Conducted schedule risk assessments and critical path analyses, delivering actionable insights to program leadership.
3. Prepared and presented detailed IMS reports, highlighting risks and recommending mitigation strategies to stakeholders.
4. Analyzed data from diverse sources to enhance program reporting and support strategic decisions.
5. Produced high-quality technical reports, briefs, and presentations to communicate metrics and findings effectively.
6. Evaluated compliance of contracts against operational guidelines, identifying areas for improvement and potential risks.
7. Collaborated with military teams to gather operational insights, improving program responsiveness to field requirements.

Senior IMS Analyst

📅 May / 2020-May / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Performed in-depth analysis of program schedules, identifying variances and developing strategies for corrective actions.
2. Maintained an integrated master schedule, tracking major milestones and ensuring timely project delivery.
3. Monitored and reported on schedule performance, providing updates to management on key variances.
4. Identified opportunities for process enhancements, implementing action items to drive operational improvements.
5. Served as a Subject Matter Expert (SME) in scheduling, mentoring program staff on earned value management principles.
6. Coordinated with project management and contractors to ensure compliance with cost and schedule requirements.

🎓 EDUCATION

Master of Science in Project Management

📅 May / 2019-May / 2020

University of Southern California

📍 Portland, OR

Focused on advanced project management principles and practices, enhancing skills in strategic planning and risk management.