

ROBERT SMITH

PMO Analyst

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

SUMMARY

7+ years of experience as a Qualified PMO/Business Analyst with comprehensive knowledge of Product lifecycles, Analysis, MS Excel, Access, Project, Crystal Reports, SQL, PowerPoint, and SharePoint. A quick learner with excellent team work abilities and excellent communication skills. Extensive experience in the financial industry as a reporter and an analyst.

CORE COMPETENCIES

Microsoft Project, Microsoft Office Suite, Project Management, Time Management, Public Speaking.

PROFESSIONAL EXPERIENCE

PMO Analyst

ABC Corporation - December 2014 – May 2017

Key Deliverables:

- Reviewed current program - project structure, status to date, planned activities of in-flight projects.
- Worked closely with DTCC managers and staff, technologists, and stakeholders to understand information needs related to the project.
- Developed and maintained a project plan, managed project tasks, dependencies and critical paths.
- Maintained financial planning and budgeting statements.
- Monitored program progress and provided stakeholder updates.
- Established performance metrics.
- Established, prepared for, and lead project meetings, including planning, cross-functional team, and user acceptance test meetings.

PMO Analyst

Delta Corporation - 2010 – 2014

Key Deliverables:

- Deliver accurate monthly forecast and invoicing in the Global Marketing Organization group Provided up to date and accurate monthly forecast by .
- Prepared invoice data files for end of month submittal Managed approximately 100 staffing resources regarding hour submittal, account setup, new .
- Deliver accurate monthly forecast, accrual reporting and invoicing in the Licensing and Pricing Operations team Provided up to date and accurate .
- Sent the prepared monthly Accrual Reporting deliverable to the client by deadline Assisted in invoice preparation for end of month submittal Managed .
- PMO Analysts provide support to Business units in Satyam.
- Involves providing assistance to the Project Managers in PMO; tracking and monitoring the project status Key Contributions Program Management Office .