

Robert Smith

Program Management Analyst

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

SUMMARY

BS in Biology with an emphasis in research methods and Secondary Education Teaching Certificate. Professional with a diverse career background ranging from education to business operations.

SKILLS

QuickBooks/Windows/Word/Excel/ PowerPoint/Internet Services.

WORK EXPERIENCE

Program Management Analyst

US Army RESERVE - 2009 - 2019

- Analyze data and provide recommendations and solutions to problems relating to Government Credit Cards, Defense Travel System and the command budget.
- Strategize with subordinate units to coordinate and collect data to present to the CEO.
- Review purchases for appropriate accounting, budget approval, and documentation before the transactions are made for over 6K Soldiers and totaling over \$30M per year.
- Conduct quarterly audits to subordinate divisions which include 100% audit on over 2K Government Credit Card transactions at each of 3 divisions.
- Maintain compliance with Defense Finance and Accounting as well as Citi Bank policies and procedures.
- Ensure that periodic assessments are conducted and presented on areas of importance to executive officials.
- Draft procedures and instructions on administrative issues and provide analyst support for over 6K soldiers in the 4th Expeditionary Sustainment Command.

Management Analyst

ABC Corporation - 2008 - 2009

- Ms.
- Dudley worked as project managers assistant for CG-50, CG-54 and CG-59 RCSs.
- She coordinated with management and the customer concerning schedule development and program planning through the equipment acquisition, test bed integration, testing, certification, RCS delivery and ships commissioning phases.
- She developed and implemented schedules for project activities and identified and provided workarounds for possible impacts on production schedules.
- She prepared budget plans, originated task orders and tracked, monitored, and analyzed task order expenditures against the contract.
- As assistant terminal security officer for the AEGIS program, Ms.
- Dudley trained personnel on the use of various computers and ensured timely repair of computers..

EDUCATION

Contracting Officer - (Defense Acquisition University - Fort Belvoir, VA)