

# ROBERT SMITH

## Management Analyst

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

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### SUMMARY

Analytical, detail-oriented professional with statistical analysis experience. Consulting experience in a variety of industries. Versatile problem-solver with knowledge in survey and selection test development, technical writing, data analysis, data interpretation. Strong communication, interpersonal, and presentation skills.

### CORE COMPETENCIES

Proficient in Microsoft Office Suite, ERP, Multi-line phone system,.

### PROFESSIONAL EXPERIENCE

#### Management Analyst

**ABC Corporation - August 2010 – July 2015**

##### Key Deliverables:

- Analyze quantitative data and use performance dashboards and database reports to perform systematic analysis of operations reports.
- Manage integrated resource system to assist in qualification processes, enlistment reporting, applicant management, data analysis, and system access.
- Staff job candidates with human resource (HR) managers and agency supervisors.
- Match qualified candidates with position descriptions to refer candidates for hiring consideration.
- Provide recommendations pertaining to the organizational program, mission, business processes, structure, and functional interrelationships.
- Conduct management studies using established management principles, regulations, and staffing guidelines.
- Experience with QA methodologies, test plans, and test case development, and the defect reporting process, Agile Environment, HP Quality Center.

#### Management Analyst

**ABC Corporation - 2007 – 2010**

##### Key Deliverables:

- Manage agreements program through creation of a standard operational procedure to review, monitor, and fund agreements.
- Facilitate inter/intra agency meetings, managing coordination and providing information to agency staff and other federal agencies.
- Managed several funds and programs (ICF, government purchase and travel card) creating and implementing policy for these programs.
- Oversee the planning and programming for staff offices multi-year programs.
- Develop, manage, and maintain Internal Management Controls.
- Conducted quarterly and random inspections/audits of internal controls, travel card usage, and government purchase card usage.

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- Prepare and present reports, analysis and briefings at various meetings..

### EDUCATION

Business Administration - (Columbia College - Park City, IL)

