

# Robert Smith

## *Data Management Analyst III*

### PERSONAL STATEMENT

A position in a technical organization where a constant approach to process improvement, enthusiastic customer relations, and an extraordinary record of exceeding service expectations would be needed.

### WORK EXPERIENCE

#### ***Data Management Analyst III***

**Harris Corporation, Previously Exelis - March 2012 - 2020**

##### *Responsibilities:*

- Managed all project Contract Data Requirements List (CDRL) deliverable documents and non-CDRL documents, ensuring accuracy, readability, consistency, and on-time delivery to Government customer, in support.
- Edited and formatted deliverable documents for spelling, punctuation, grammar, and syntax.
- Trained internal and Government customers on standard DM processes and software programs used to create and distribute deliverables.
- Oversaw all project deliverables throughout project life cycle, including managing internal reviews and Government reviews (via SharePoint/internal database), obtaining required approvals for final electronic release.
- Managed weapon system project websites, including developing guidelines for public/private information and user permissions.
- Provided data association foldering, data check-in, and electronic release capability for all project deliverables.
- Collected and documented overall metrics for project deliverables and provide Weekly Activity Report to internal management.

#### ***Data Management Analyst***

**Delta Corporation - 2009 - 2012**

##### *Responsibilities:*

- Set up securities and resolved data exceptions Effectively communicated with ACI staff from multiple departments to identify and address their needs.
- Analyze, compute, and report monthly flying data and statistics using Excel and Power Point Maintain and repair military database programs Maintain .
- Research and confirm sound recording copyright owners, artists, and other related company or artist affiliates for the purpose of determining valid .
- Assure data quality and accuracy, using customized data interface, MS Excel, Access.
- Work on special projects such as Fast Matching to figure out which artist, label or copyright owner correlates with a track Maintain and update .
- Data Analysis; Tracking sales; Updating system; Direct client contact; Customer service Skills Used Analytical; Time Management; Customer

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Excel,  
Microsoft Access, VBA,  
SQL, Sap, Microsoft  
Word, Outlook,  
Macintosh, Powerpoint,  
HTML, CSS.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

service.

- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Bachelor of Arts in English/Creative Writing - (University of Missouri - Kansas City, MO)