

Management Analyst

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Interested in obtaining a position as an Administrative/Professional. Considerable amount of experience in administrative and technical support, supervision of employees, and the ability to follow policies and procedures.

Skills

Leading Petty Officer Sales Division US Navy.

Work Experience

Management Analyst

DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) - April 2013 - 2019

- Date Expert in managing monthly payments for DCMA's Information Technology telecommunication vendors.
- Serves as a liaison for management officials, contractors, and other government organizations concerning funding telecommunication functions.
- Review and approve telecommunication orders to include connection of service, amendments and disconnections of service.
- Expert in strategically identifying more efficient speed patterns and rules for bill payment process and recommends appropriate corrective action to Information Technology Executive and Management Services Director; often engineering solutions for recommended corrective actions.
- Interpret and implements Information Technology policies and guidelines to ensure invoices are paid timely and accurately.
- Provides data for monthly metrics and management reports that are utilized to evaluate status of telecommunications accounts and contracts.
- Build and maintain strong relationships with vendors customer service.

Management Analyst

ABC Corporation - 2009 - 2013

- Conducted travel and event coordination for ten departmental personnel.
- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Gather and organize information on problems or procedures; analyze data gathered and develop solutions or alternative methods of proceeding.
- Skills Used Implemented Records management program Filing Office Manage Travel voucher review and payment Travel voucher training Organizational Skills.

Education

Automotive Technology and Service Management - (Advance Technology Institute - Virginia Beach, VA)