

# Robert Smith

## *Project Management Analyst*

### PERSONAL STATEMENT

Transitioning military Personnel Specialist with 15+ years of professional training, experience and education. Looking to leverage that knowledge and experience as an Analyst, Human Resources Manager, or Business Partner.

### WORK EXPERIENCE

#### ***Project Management Analyst***

**ABC Corporation - October 2010 - September 2013**

##### *Responsibilities:*

- Advisor to the Commanding Officer for manpower and manning.
- Responsible for maintaining the accuracy of Total Force billets for over 1,000 military and civilian personnel.
- Analyzed and evaluated all workforce change submissions to ensure they met local and regional guidelines.
- Manager for planning, data gathering, data analysis, presentation of reports, and proposals for civilian and military personnel.
- Provided functional expertise in workforce planning and analysis and workforce management.
- Assisted with planning, organizing, and conducted manpower analysis and requirements determination for the Department of Defense military, civilian, and contract personnel positions.
- Responsible for analyzing and verifying data accuracy for the various data elements critical to the Budget, Program Objectives Memorandum and Program of Record submissions.

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

**ABC Corporation - 2006 - 2010**

##### *Responsibilities:*

- Worked in various offices, providing administrative/ executive assistance support to Senior Executives and staff members.
- Provided full administrative support to senior executives.
- Projects varied from preparing/editing correspondence, responding to a wide range of organizational administrative taskings to establishing an administrative support office to improve efficiency and response to time sensitive directives.
- Office was also created to serve as a help center for our organizations employees, helping to resolve individuals administrative questions and issues.
- Responsible for staffing office from writing personnel job descriptions, interviewing, to making hiring recommendations/decisions.
- Prepared written responses to Congressional and Inspector General inquiries; prepared briefings on various issues for senior staff.
- (Retired from Federal Service with 32 1/2 years of service.).

### **CONTACT DETAILS**

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

### **SKILLS**

Management Analysis,  
GFEBS operations,  
Windows PC, Excel,  
Word, Power Point and  
other Windows  
applications.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Master of Business Administration in Public Administration -  
2015(Southern New Hampshire University)