

ROBERT SMITH

Asset Management Analyst

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

SUMMARY

Provide organizations with expertise in process improvement and data analysis at both the strategic and operational levels. Developing criteria for prioritizing large amounts of information enabling leadership to make informed strategic decisions. Additionally, using the available data pools to identify areas of opportunity to increase efficiency and quality while reducing costs; delivering added value to clients and customers.

CORE COMPETENCIES

Performance Management, Project Management, Policy Development, Business Development, Data Analysis, Research, Risk Management, Performance Improvement, Cross-Functional Team Leadership, Leadership, Manager, Team Leadership, Corporate Communications, Development.

PROFESSIONAL EXPERIENCE

Asset Management Analyst

Minnesota Pollution Control Agency (MPCA) - 2012 – 2019

Key Deliverables:

- Managed multiple agency projects in parallel, implementing controlled improvement plans, and increasing the Agency's ability to accurately report on project performance, for 4 years.
- Supervised and supported a cross-functional team project that resulted in a streamlined performance of the process for handling public information requests, for 9 months that resulted in an estimated savings of \$400,000 annually.
- Executed as of the primary resource for mapping internal IT processes through facilitating process mapping sessions with key internal and external Agency stakeholders, for 2 years, identifying inefficiencies that assisted in the successful deployment of the Agency's new management software.
- Managed the database which acts as the central repository for all MPCA project related information, providing all tracking and performance data related to our internal projects.
- The database facilitates better communication and allows senior management access to real-time data, and increases the accountability of project sponsors and team leads.
- Coordinated with internal IT services to fix issues as they arose to maintain the capability of the Agency project portfolio.
- Oversaw the management of this program for 4 years and increased project status information from 50% to 90%.

Management Analyst

ABC Corporation - 2009 – 2012

Key Deliverables:

- Perform a variety of administrative level studies with research and statistical analysis.
- Regular monthly, quarterly and annual reports on statewide program performance measuring both fiscal and enrollment metrics.

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- Reporting is to both state and federal authorities.
- Research, redesign (as necessary) and recommend operational parameters for statewide social programs.
- This includes work flow analysis, staffing and reporting requirements.
- Perform a variety of budget and fiscal impact reports for presentation to the state legislature that ultimately determine the size and scope of statewide programs.
- 1995-2002.

EDUCATION

- M.B.A. in Change Management - (University of St. Thomas - Saint Thomas, MN)