

Asst. Management Analyst

ROBERT SMITH

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Objective

Exceptional strengths the ability to handle multiple projects & tasks Quality Control and Security Clearance Verification Detailed Oriented. Driven to succeed and positive attitude Self Motivated, determined, and eager to learn Works well with others, and able to interact with executive staff members Great time management skills.

Skills

Procurement, Administrative Skills, Communications, Travel Management, Travel Management.

Work Experience

Asst. Management Analyst

ABC Corporation - December 2006 - October 2012

- Prepared all paperwork, obtained necessary approvals for regulatory documents for publication in the Federal Register such as press releases, work plans, dockets, and congressional review reports.
- Coordinated with staff and others to complete assigned projects and is responsible for initiating, executing, and controlling assigned projects through completion.
- Collaborated when providing financial support through analyzing and compiling financial information for the Financial Management and Budget Analysts in development, management, and reconciliation of funding and budgetary activities for the Program.
- Monitored and maintained financial expenditures for the Deputy Administrators Office; ensuring actual expenditures do not exceed budget planned.
- Handles and maintains sensitive financial documentation in secure setting.
- Prepared a variety of responses to incoming correspondence for congressional, industry, public, and intra-agency inquiries.
- Served as the Program Records Management Coordinator; maintain records management all functions preparing SF-135 forms.

Management Analyst

ABC Corporation - 2004 - 2006

- Strategy, Plans & Operations (SPO), Arlington, Va.
- Management Analyst (under AECOM contract), [] Provided corporate communications regarding Base Realignment and Closure (BRAC).
- Conducted management surveys to determine compliance with agency regulations, procedures, and utilization of staff.
- Analyzed and evaluated quantitative and qualitative data.
- Conducted research relating to agency guidance and policy.
- Managed personnel actions process, Defense Travel System (DTS) requests, the Learning Management System (LMS), emergency escape mask training, and anti-terrorism training for the 80 directorate personnel.
- Suggested additional training to leadership for directorate staff..

Education

Associate of Arts in Business Administration - (Strayer University College - Camp Springs, MD)