

ROBERT SMITH

Sr. Data Management Analyst

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

SUMMARY

Highly motivated professional with experience in management and have superior organizational skills. a team player and always motivated to move to a higher level.

CORE COMPETENCIES

Very good organizational , proficient in MS Office, ability to multi-task and work independently.

PROFESSIONAL EXPERIENCE

Sr. Data Management Analyst

ABC Corporation - November 2008 – August 2020

Key Deliverables:

- Conducted needs assessment and gap analysis to survey where training is needed throughout the company regarding our PLM and ERP systems.
- Organized, scheduled and conducted worldwide system training on our PLM and ERP systems to 1400+ users.
- Designed and developed training curriculum, hands on activities, handouts and presentations to aide in the learning process.
- Delivered both on site and web trainings to an average class size of 20-30 students.
- Created course tests and quizzes to design a training Metrics to measure training program effectiveness.
- Created and updated detaile department documents, procedures, work instructions and work flows.
- Created Cognos and Agile reports as requested by other departments.

Data Management Analyst

Delta Corporation - 2007 – 2008

Key Deliverables:

- Contractor interface to NASAs Configuration Management control process with responsibility for ensuring timely cost and schedule responses to .
- Provided configuration and data management services for a distributed manned and unmanned space program ground command, control and data processing .
- Oversaw and edited all Level III and IV Configuration Control Board (CCB) Board activity.
- Data management experience - responsible for scheduling and ensuring meeting of contractual deadlines for deliverables (CDRLs/SDRLs), job tasking .
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EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- B.S. in Organizational leadership - (Wright State University)