

ROBERT SMITH

Management Analyst

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

SUMMARY

Highly talented Reimbursement / Benefits Specialist with a strong investigative and payment processing background pertaining to benefit entitlement / federal and state law adherence. Responsible for the overall administration, management, and coordination of the Child Nutrition and Commodity Distribution Programs; National School Lunch; School Breakfast; Special Milk, Emergency Food Assistance Program, Fresh Fruit and Vegetable and the District of Columbia Healthy Schools Act of 2010.

CORE COMPETENCIES

MS Office, MS Office Suit.

PROFESSIONAL EXPERIENCE

Management Analyst

Alion Science & Technology - February 2015 – 2019

Key Deliverables:

- Reviews the assignments of personnel to assure compatibility with properly classified position descriptions, and recommends changes, as necessary, to assure proper alignment.
- Prepares reports of findings, produces data, and presents recommendations to improve the efficiency of the organizations programs and operations.
- Analyzes and assists in the development of appropriate position descriptions and reviews vacancy announcements to ensure compliance.
- Created visual power point training on how to generate a proper Request of Personnel Actions and the Position Designation Tool (PDT) for incoming new hires of personnel services and classifiers.
- Provides support and advisory services to all levels of management relative to manpower, human resources and position management.
- Monitors and modifies job classification information through a Microsoft Access database and Excel.
- Operates the Defense Civilian Personnel Data System (DCPDS) to process Request of Personnel Actions and to ensure that managers have needed HR materials and documentation.

Management Analyst

ABC Corporation - 2011 – 2015

Key Deliverables:

- Enhanced communication among diverse groups - including employees, the departments customers, and stakeholders - through a wide-range of informational products.

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- Accomplished improved communication within the 800-employee organization, as well as externally, through the creation of internal newsletters, press releases, brochures, and more.
- Updated and produced annual reports distributed to more than 150 individuals and organizations providing them an overview and in-depth description of the department.
- Solicited content and created detailed story budgets.
- Interviewed subjects, researched, and wrote content for the monthly internal newsletter and annual report.
- Prepared files for layout, including the taking and selecting of photographs and illustrations; photography and edited photos using Adobe Photoshop.
- Researched, analyzed, and developed written procedures and policy updates..

EDUCATION

- MASTERS OF BUSINESS ADMINISTRATION in PROJECT MANAGEMENT - 2012(Strayer University - Newport News, VA)