

Objective

An adaptable, resourceful and enthusiastic analyst who has extensive experience of having a wide level of general responsibility for monitoring and reconciling job tasks. A strong communicator with excellent inter-personal skills, knowledge of reporting and assisting in all tasks given. Contributing extensively to team work, always displays a willing and helpful manner when resolving, analyzing and investigating various discrepancies in any job role given.

Skills

French, Import Compliance, Duty Savings Programs, Global Trade Software.

Work Experience

Data Management Analyst II

ABC Corporation - October 2009 – November 2011

- Lead Contract Data Requirements List (CDRL) Data Manager in support of PMS 501 for the LCS Program.
- Responsible for tracking the industry team milestones, to include meeting financial expenditure goals and tracking invoices.
- Handled receipt, reviewed and closed of all CDRL deliverables as well as contract updates as required by the program.
- Worked on the Detail Design and Construction of the Littoral Combat Ship (LCS) USS Freedom, USS Fort Worth, and follow.
- Collaborated with the industry team, Lockheed Martin on all contract data requirements to distribute for Navy review.
- Developed strong relationships with the PMS 501 Navy customers.
- Maintained Contract Data Requirements List (CDRL) Database.

Data Management Analyst

Delta Corporation - 2005 – 2009

- Duties Included Data entry, query generation and resolution into an electronic database.
- Generated data listings and performed database audits for errors and inconsistencies.
- Developed excel spreadsheets and word documents pertaining to the specific project.
- Managed the projects to ensure all tasks were performed and data was clean for database lock and project closure.
- Provides data management support to the Program Executive Officer, Intelligence Program Manager and Acquisition Program Manager; coordinates, .
- Tracked all contract deliverables including data item revisions and related correspondence.
- Prepared weekly CDRL reports denoting the status of all open, closed, and late data requirements.

Education

Bachelor of Science in Marketing Management - (Pamplin College of Business, Virginia Polytechnic Institute & State University - Blacksburg, VA)