

# ROBERT SMITH

## Management Analyst III

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### SUMMARY

Conscientious and organized individual with exceptional time management ability. Personable team player with superior communication and interpersonal skills.

### SKILLS

Microsoft Office Suite Including: Word, Excel, PowerPoint, Access, FrontPage, Outlook and Visio. Business objects.

### WORK EXPERIENCE

#### Management Analyst III

DEPARTMENT OF HEALTH & HUMAN SERVICES - April 2015 – 2019

- Provide advice on the assessment tools and procedures needed to ensure accuracy in the peer review of large scale grant submissions.
- Analyze and revise forms and templates used to collect and organize information on workflow and program timelines.
- Create documents, power points, and review analysis summaries for reviews.
- Manage reviews to ensure a comprehensive and accurate and fair process.
- Write and develop summary statements of the strengths and weaknesses of the technical aspects of the grant applications under review.
- Analyze data from previous peer review cycles to monitor consistency in feedback, collaborative teleconferences, application ratings, and reconciling assessment discrepancies.
- Identify inconsistencies with quality, scoring, scheduling and expert reviewers that delay peer and collaborative reviews and report findings to Director.

#### Management Analyst

ABC Corporation - 2011 – 2015

- Process the quarterly tax filings including the Federal 941 & 941B forms, NYS 45 form, workers compensation quarterly unified employer assessment and unemployment insurance processing.
- Processing of annual W2 forms using PeopleSoft.
- Processing payroll; balancing payroll summary reports, paying state and federal taxes online, balancing vouchers, creating journal entries, etc.
- Prepare reports for ERS and TRS.
- Analyze data for a variety of projects including union contracts, healthcare costs, universal pre-k, retirement accounts, etc.
- Running queries for and maintaining the fixed asset database including adding new assets purchased, removing older assets sold or no longer functional.
- Prepare and meet with the auditors regarding physical inventory and compensated absences..

## SCHOLASTICS

- J.D. - (UNIVERSITY OF PENNSYLVANIA LAW SCHOOL)