

Robert Smith

Management Analyst I

PERSONAL STATEMENT

Accomplished Management Analyst with more than 35 years of federal service, 25 years with the Office for Civil Rights, in the Department of Education; specializing in Human Resource Administration. Managed a full spectrum of human resource and administrative programs.

WORK EXPERIENCE

Management Analyst I

ABC Corporation - September 1975 - July 2013

Responsibilities:

- Served as liaison between the Office, Department, and thirteen field offices nationwide; ensured compliance with policies and procedures, sharing information and provided support.
- Extensive knowledge of the daily processes of the office, responding to memoranda and inquiries, completing a variety of recurring administrative responsibilities, acted on behalf of the Team Leader.
- Researched and prepared hiring bonuses, relocation expenses and salary above the minimum justification packages for new hires.
- Coordinated attorney recruitment procedure which required working closely with managers, reviewed hundreds of applications and posted on Monster.com.
- Prepared all personnel actions with supporting documentation for promotions, political appointments, interns, consultants, details and termination of details, reassignments, transfers, resignations, retirements, within grade increases and other actions as necessary.
- Managed orientation and on-boarding procedures for the office.
- Saw the need and developed an Orientation Handbook compiled with employee human resource and locality information, available services, and other helpful material.

Management Analyst

ABC Corporation - 1971 - 1975

Responsibilities:

- Assist with accomplishing priorities for Command Support programs and projects.
- Ensure adequate management control systems are in place, developed, and operative to manage government resources.
- Monitor obligations and expenditures to prevent violations of statutes and regulations.
- Notify immediate supervisor of major issues that may require higher-level attention.
- Assist with formation of instructions, advice, and guidance for program managers and other liaisons.
- Work with Navy installations to develop, evaluate and approve fiscal year spending plans.
- Develop survey to analyze the departments customer satisfaction.

CONTACT DETAILS

1737 Marshville Road,
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(123)-456-7899
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www.qwikresume.com

SKILLS

Administration.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

- (Northern Virginia Community College)