

ROBERT SMITH

Assistant Data Management Analyst I

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Seeking an Administrative, Clerical position in which can utilize skills and talents to benefits the organization.

SEPTEMBER 2013 - JUNE 2015

ASSISTANT DATA MANAGEMENT ANALYST I - ABC CORPORATION

- Provided support to the Command Security Office in the areas of command security and Sensitive Compartment Information Facility (SCIF) for 900 Civilian/Military/Contractors Naval Surface Warfare Center Dahlgren Division (NSWCDD).
- Established/operated/maintained Classified Inventory Control and onsite SCI libraries for the Special Security Office (SSO).
- Updated and maintained SSO Media Tracking log as well as the Media Destruction tracking via the NMCI homeport website.
- Scheduled and performed quarterly alarm tests of SCIFs under NSWCDD cognizance.
- Maintained the NonDisclosure Statement database located within Joint Personnel Adjudication System (JPAS).
- Coordinated/generated NonDisclosure Agreements for NSWCDD employees with Top Secret/SCI clearance.
- Ensured areas are properly sanitized prior to escorting anyone into the SCIF.

2011 - 2013

DATA MANAGEMENT ANALYST - DELTA CORPORATION

- Distribute recalls to all departments and record data Coordinate recall returns Process various purchase requisitions Supply emails to non-compliant .
- Process CDRLs and DALs Analyze delivery data and produce metrics to show trends Create document forecasts data Administer access to an international .
- Compose contracts letters for document deliveries Accomplishments Earned CDM Employee of the month and program performer of the week.
- Skills Used Computer skills Microsoft word, excel, PowerPoint and outlook.
- Sharepoint.
- Analyze, compute, and report monthly flying data and statistical trends Develop recommendations for changes in programming and maintenance based on .
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS- (Washington and Lee High School Montross - Montross, VA)

SKILLS

Microsoft Office, Centricity, Quickbooks, Organizational.