
Accreditation Manager Resume

Job Objective

Educated and qualified Accreditation Manager seeks position in a rising company where I can grow and become an asset.

Highlights of Qualifications:

- Certification in information systems security
 - Admirable experience in designing and managing database, ensuring appropriate accreditation for processes
 - Profound knowledge of FISMA and OMP
 - Deep knowledge of information assurance
 - Immense ability to adapt to new technologies
 - Outstanding ability to clear all security checks
 - Skilled to work in a fast paced environment and complete multiple projects
 - Exceptional communication skill in both oral and written forms
 - Proficient in scheduling and managing projects
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Professional Experience:

Accreditation Manager
Bayada, Secaucus, NJ
October 2008 – Present

- Evaluated and conducted assessments on various customers.
- Documented various specific programs according to technical requirements.
- Maintained exceptional customer relations and assisted in resolving all technical queries.
- Designed ideas and implemented all ACLASS methods and processes.
- Coordinated with Assessment coordinator and ensured completion of work according to schedule.
- Reviewed documents and ensured compliance to all quality manuals methods.
- Prepared assessment reports and evaluated for customer responses.
- Maintained and oversaw all corrective actions taken for customers.

Accreditation Coordinator
RMS & Associates, Secaucus, NJ
August 2003 – September 2008

- Managed all accreditation issues and trends and ensured application all processes.
- Provided support to accreditation process according to education guidelines.
- Evaluated data, prepared summaries for activities and provided reports to staff and supporters.
- Reviewed all continuing education programs for various accreditation components.
- Prepared power point presentations and conducted surveys on same.
- Ensured all work according to accreditation procedures and policies.

Certification and Accreditation Specialist
Sarum LLC, Secaucus, NJ
May 1998 – July 2003

- Developed and maintained information assurance program according to security policies and procedures.
 - Evaluated and performed tests on a variety of SP800-53 security systems.
 - Analyzed requirements for employees, screened and selected appropriate candidate.
 - Identified and resolved all problems in MS project plans.
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Education:

Bachelor's Degree in Financial Services
Alvernia University, Reading, PA

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