
Associate Program Manager Resume

Job Objective

Respected Associate Program Manager seeks position where my skills would be used for the betterment of the company and its employees.

Highlights of Qualifications:

- Huge experience in developing proposals for government agencies for various aerospace industries
 - Deep knowledge of export regulations such as FAR and CAS
 - Wide knowledge of FAR, DFAR, CAS & IFRS and Export regulations
 - Proficient with MS Office Suite , MS Project, Deltek Costpoint, MPM, Pro Pricer
 - Exceptional skills of GAAP accounting
 - Ability to handle changing work assignments, schedules and priorities
 - Excellent understanding of diagnosing issues and resolving its
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Professional Experience:

Associate Program Manager
Koniag Services, Inc., Whiteville, TN
October 2008 – Present

- Monitored company programs and scheduled projects and analyzed its performance.
- Assisted other departments in managing contracts and making changes in contracts.
- Analyzed all programs and performed financial analysis for same.
- Prepared contracts and proposals, outlines all its specifications.
- Ensured compliance to master plans and schedules and resolved issues.
- Coordinated with functional managers and developed budget for projects.
- Performed analysis on financial data for income statements and return on investments.
- Maintained all functions according to ISO 9001 specifications.

Program Finance Analyst
Harris Corporation, Whiteville, TN
August 2003 – September 2008

- Prepared proposals estimated costs and analyzed it for risk mitigations.
- Developed projects on source selection evaluation process and included all analysis and discussions.
- Designed program bookings and prepared operating profit with help of cost accounting standards.
- Coordinated with government agencies and foreign customers for projects.
- Ensured compliance to government regulations and audits.
- Maintained effective relationships with both external and internal customers.

Senior Accountant
KeHE Distributors, Whiteville, TN
May 1998 – July 2003

- Prepared reports for costs incurred and proposals for pricing rate.
 - Coordinated with General Manager and prepared pricing proposals.
 - Analyzed historical data for direct and indirect rates and provided support to documentation.
 - Ensured compliance to all government contracting regulations.
 - Provided support to various business units on indirect cost allocation structures.
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Education:

Bachelor's Degree in Management Information Systems
Pine Manor College, Chestnut Hill, MA

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