
Deputy Program Manager Resume

Job Objective

Seeking a chance to work with a growing company through filling the Deputy Program Manager position and putting my experience to good use.

Highlights of Qualifications:

- Remarkable experience to supervise all development and information assurance activities
 - Thorough knowledge of environmental laws
 - Operational knowledge of DoD projects
 - Ability to design and maintain network
 - Ability to track status various projects
 - Ability to manage complex programs
 - Ability to resolve all issues efficiently
 - Ability to adapt to new situations
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Professional Experience:

Deputy Program Manager
General Dynamics Information Technology, Garden City, KS
October 2008 – Present

- Administered every day activities for all business development.
- Evaluated personnel performance and hired staff.
- Ensured compliance to all corporate and government regulations.
- Analyzed client and organization objectives and developed strategies.
- Monitored programs and ensured growth in revenue.
- Participated in evaluation of programs and performed site visits.
- Developed project schedule and associate program documents.
- Prepared program budget and provided cost quote.

Deputy Program Specialist
Protection Strategies Inc., Garden City, KS
August 2003 – September 2008

- Coordinated with program officials and designed objectives.
 - Analyzed planning strategies and recommended improvements.
 - Ensured compliance to all Federal and GPRA requirements.
 - Prepared progress reports and ensured accuracy of technical products.
 - Developed and implemented various planning process.
 - Determined all performance and reporting procedures.
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Education:

Bachelor's Degree in Business Administration
Ohio Dominican University, Columbus, OH

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