
Management And Program Analyst Resume

Job Objective

Management And Program Analyst position where I can effectively utilize my skills and expertise.

Highlights of Qualifications:

- Ability to prepare statistical reports, text documents, accounting and budgeting documents,
 - Ability to review and process basic programs, policy and organizational directives
 - Ability to improve the efficiency of internal administrative processes
 - Ability to plan and organize
 - Excellent analytical and critical thinking skills
-

Professional Experience:

Management and Program Analyst
Citizenship and Immigration Services, Seattle, WA
August 2005 – Present

- Monitored and reviewed past and present program resource.
- Utilized one or more automated systems to perform their duties.
- Planned and controlled systems and planning and conducting special studies.
- Implemented, coordinated, and observed a variety of management programs impacting the organization activities.
- Developed and evaluated policies in assigned areas of responsibility.
- Developed, implemented, and monitored management information systems.
- Represented the organization at meetings and conferences.

Management and Program Analyst
J. M. Waller, Seattle, WA
May 2000 – July 2005

- Served extensively as senior Management and Program Analyst.
 - Provided authoritative advice on manpower matters and direction.
 - Performed and conducted a variety of in-depth management and program analyses functions and presented alternative conclusions.
 - Recommended to management for the development and execution of proposed activities.
 - Assessed and recommended appropriate personnel actions and resource levels necessary to evaluate individual operations.
-

Education:

Bachelor degree in Management Information Systems
Boston College, Chestnut Hill, MA

[Build your Resume Now](#)