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# OPERATIONS RESEARCH ANALYST RESUME

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## Job Objective:

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Operations Research Analyst position in an established company.

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## Highlights of Qualifications:

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- Profound knowledge of project leadership and management
  - Extensive knowledge of DoD procurement policies and procedures to prepare thorough and comprehensive statistical analysis reports
  - Proficient in Microsoft Office-Excel, Visio, Power Point, Word, Access and Autocad
  - Excellent analytical and critical thinking skills
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## Professional Experience:

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Operations Research Analyst  
Booz Allen Hamilton, Dallas, TX  
August 2005 – Present

- Supported and operated a large IT infrastructure environment.
- Provided engineering, programming and Configuration Management support.
- Applied effective operational and technical insights to help mitigate associated risks.
- Planned, organized, coordinated, and administered tasks and personnel required to support DoD efforts.
- Performed as a project lead and in resolution of technical problems.
- Gathered data, analyzed it and produced output that is actionable.

Operations Research Analyst  
SRA International, Dallas, TX  
May 2000 – July 2005

- Communicated effectively with customers and experts in a range of disciplines.
  - Defined scope professional service projects.
  - Developed and provided solutions using Discovery Machine methodology and Modeler.
  - Analyzed and determined mission requirements, cost parameters, specific cost factors, and relationships.
  - Provided guidance and technical advice to lower-grade employees and specialists.
  - Evaluated and examined Cost Performance Review Reports from contractors.
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## Education:

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Bachelor's Degree in Information Technology  
University of Rochester, Rochester, NY

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