
Program Administrator Resume

Job Objective

Seeking a position as a Program Administrator where my skills will continue to grow and develop so I can enhance my training in the field.

Highlights of Qualifications:

- Remarkable experience in social service program planning
- Huge knowledge of quality, manufacturing, operations and technical product marketing area
- Deep knowledge of senior administrative and management
- Familiarity with MRP, Procurement and Change Control
- Amazing ability to travel domestically
- Outstanding ability to manage with varied people and resolve problems
- Superior organizational and time management skills
- Excellent data collection and analytic skills

Professional Experience:

Program Administrator

Scott & White, Narragansett, RI

November 2007 – Present

- Imparted support to Program Management team.
- Coordinated with Program Managers.
- Corresponded with customers.
- Managed difficult and sensitive issues.
- Interpreted technical information in easy manner.
- Carried out data input.

Program Administrator

DMS International Inc, Narragansett, RI

December 2003 – October 2007

- Aided Program Managers develop cost baselines.
- Outlined Memorandum of Agreement.
- Formulated the OJJDP reports.
- Administered program personnel and implemented disciplinary measures.
- Outlined program information and opportunities.
- Computed grant budget and cuff accounts.

Education:

Bachelor's Degree in Business Administration

La Salle University, Philadelphia, PA

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