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## Program Support Specialist Resume

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### Job Objective

Seeking a position with a growing company where my training as a Program Support Specialist, education and experiences can be put to good use.

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### Highlights of Qualifications:

- Experience in developing and implementing SCI network operations
  - Outstanding knowledge of analytical and evaluation methods
  - Deep knowledge of information management and its principles
  - Remarkable ability to provide guidance to all grant programs
  - Sound ability to submit all Federal Register Notices
  - Amazing communication skills in both oral and written forms
  - Skilled to plan and monitor Federal budget process
  - Proficient in managing effective management
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### Professional Experience:

Program Support Specialist  
ProLogic, Inc., Centreville, AL  
May 2006 – Present

- Managed all customer relationship effectively and ensured effectiveness of all financial programs.
- Coordinated with various departments, scheduled meetings and managed all contact deliverables.
- Analyzed costs and prepared required reports for same on program spending.
- Evaluated program invoices and prepared financial system reports and ensured accuracy of same.
- Maintained financial reports and proof read all submissions required for government.
- Ensured maintenance of all contract deliverable deadline and maintained fulfillment of all contractual obligations.
- Prepared monthly charge plans for group employees and assisted in its maintenance.
- Coordinated with program manager and prepared reviews for program management.

Program Support Specialist  
Public Consulting Group, Inc., Centreville, AL  
March 2003 – April 2006

- Coordinated with various departments for enrollment in various programs.
  - Developed spending plan and developed effective teams for hiring and managing effective work of employees.
  - Monitored all contracts and maintained phone contacts with participants.
  - Established effective relationships with various case management agencies in coordination with case manager.
  - Participated in various training sessions and provided individual training of employee if required.
  - Assisted all participants in practical orientation and developed required spending time.
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### Education:

Bachelor's Degree in Information Systems  
Chaffey College, Cucamonga, CA

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