

# ROBERT SMITH

## Project Manager/Accounting Manager

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Project Manager/ Accounting Manager with deep functional and operational expertise in manufacturing and maintenance functions and leading projects that reduce costs, increase performance, safety and reliability. A proactive leader skilled in fostering positive morale, providing personal and professional development opportunities, and identifying intrinsic motivators. Bilingual in English and Polish. To be a contributing part of a successful company, where I may apply my education and experience to better my career while continuing to gain knowledge.

## EXPERIENCE

### Project Manager/Accounting Manager

#### ABC Corporation - OCTOBER 2009 - PRESENT

- Developing and managing profitable projects. Immediately reporting major problems with possible solutions for resolution.
- Managing the project cash flow through accurate and timely billings and receivable collections.
- Tracking and projection of monthly billings. Responsible for the submission of accurate and timely partials (monthly) and/or weekly billings.
- Reviewing and approving invoices and receiving tickets for payment on a weekly basis.
- Building and maintaining accurate project budgets responsibilities to field operations
- Developing job production reports and tracking productions daily/weekly.
- Establishing and maintaining job budgets and tracking costs to include initial variance report, subcontractor and vendor buy-out reports, etc.

### Junior Project Manager

#### ABC Corporation - JULY 2008 - MAY 2009

- Conducted safety meetings. Created and managed punch lists.
- Supported the Quality Control measures outlined in the QA/QC program. Prepared RFI's and submittals.
- Created and implemented job schedules and coordinate with field supervisors and foremen.
- Performed labor control on assigned projects, including setup and maintenance.
- Supported the job cost control measures through monthly Financial Analysis Worksheets (FAW's) on assigned projects.
- Supported the branch through positive customer relations and active participation in the Customer Alignment Plan.
- This is Dummy Description data, Replace with job description relevant

to your current role.

## EDUCATION

- High School Diploma in General - 2007 (Perry Hall High School - Perry Hall, MD)BA in Art History - 1993(Southern Illinois University At Edwardsville - Edwardsville, IL)High School Diploma - 1991(East Waterloo High School - Waterloo, IA)

## SKILLS

MS Word, MS Excel, Access, Viewpoint, Little Primavera, HCSS, Outlook, Data Entry, Research, Project Budgeting, Vendor Buyout