

# Robert Smith

## Project Controller/Technician

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### SUMMARY

Strive to enable the organization to meet and exceed goals. Intend to assure that all is done to adhere to the mission and commitments to clients, employees, and other stakeholders.

### SKILLS

Microsoft Office, Contract Administration, Project Administration.

### WORK EXPERIENCE

#### Project Controller/Technician

ABC Corporation - April 2009 – November 2011

- Monitors project cost and accounting Coordinates with the construction team to reviews and certify pay applications.
- Establishes and maintains project filing systems, including design and central project correspondence files.
- Performs typing assignments including transmittals, envelopes, labels, contracts, and forms in coordination with information processing.
- Assists with the preparation of permits applications and documents Administer the document transfer procedure.
- Works with Project Managers to screen and prepare job files for archiving and communicates such procedures.
- Maintains working relationships with contractors and notifies them of changes and meetings.
- Initiates team coordination memos to communicate project issues or coordination problems.

#### Project Controller

ABC Corporation - 2004 – 2009

- Asia) Ltd Key Products Meat Slicers, Vacuum Sealers Working Location Shenzhen, China Responsible for the project planning and control from design stage to mass production.
- Defined project development schedule and other engineering issues.
- Evaluated the capacity/ performance of suppliers in China and sourcing of new components.
- Reviewed the feasibility/ reliability of engineering solutions to new products.
- Handled all product safety approvals such as GS, ETL and UL.
- Interfaced with our customers to resolve quality issues.
- Provided engineering support to our sales and marketing department..

### EDUCATION

- July 2008(University of Phoenix BSHA)