

# ROBERT SMITH

## Project Controller I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

In search of opportunities where in could utilize skills and experiences in the Mobile Telecommunication Industry. Telecommunication Skills: Covering Radio Access Networks and Core Switches.

### CORE COMPETENCIES

Microsoft Word, Advanced Excel, Power point.

### PROFESSIONAL EXPERIENCE

#### Project Controller I

**ABC Corporation - May 2012 – May 2013**

##### Key Deliverables:

- Ensure all project targets are met mainly progress, quality, cost and budget Demand planning of project deliverables on Telecommunication Implementation.
- Planning and managing project resources; project teams, subcontractors Supports inventory control and timing with rollout schedule.
- Responsible for initiating project costs after work package completion Properly coordinated build and installs of sites.
- Ensure project milestones are entered in both NOLS and MNIS in a timely manner by both NSN Staff and Third Parties.
- Engaged in the preliminary draft designs of Site Sharing particularly in Passive Networks.
- Prepared meeting minutes and edited subcontractor proposals, project punch list, transmittals, and memorandums.
- Implemented systems to improve process efficiency and reduce the project duration.

#### Project Controller

**ABC Corporation - 2009 – 2012**

##### Key Deliverables:

- Provided support for cost reimbursable, time and materials, and firm fixed price contracts.
- Key member of the transition team in the conversion from SAP to Deltek Cost Point.
- Prepared estimates at complete (EAC) to meet SOX compliance requirements and determine booking rate for revenue recognition.
- Created monthly financial reports that provide detailed financial analysis and guidance to Project Managers.
- Built and managed firm fixed price contracts using PS8 resource loaded networks.
- Analyzed Earned Value Management data and advised management on cost and schedule status.
- Supported proposal efforts through resource loaded network development and cash flow analysis..

# ROBERT SMITH

## Project Controller I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### EDUCATION

▪