

ROBERT SMITH

Project Controller

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

SUMMARY

Technical Consultant and Trainer with over 12 years of experience in SAP, Finance and Procurement. Highly recognized as results-orientated with hands on work style, strong analytical & problem solving skills.

CORE COMPETENCIES

SAP, Implementation, Project Management, Change Management.

PROFESSIONAL EXPERIENCE

Project Controller

ABC Corporation - July 2006 – October 2008

Key Deliverables:

- Responsible for expenditure tracking, analyzing and monitoring of all monthly incurred costs for POC Projects in SAP.
- Maintain on a weekly basis man-hour reports, expenditures to date, summary cost reports, and gross margin reports for future cost allocation.
- Reviewed time writings and handled corrections for all project employees.
- The development and monitoring of all project budgets and forecasts; analyze and report actual costs utilizing SAP.
- Assemble cost estimates and forecasts prepared by various engineering disciplines, including preparation of contract cost.
- Update budgets for all projects & generate weekly cost reports using the Cost Management System in MS Access Database.
- Assist Project Managers in the maintenance of work breakdown structures, project cost plans, to assure compliance of account code consistency.

Project Controller

American Electric Power (AEP) - 2002 – 2006

Key Deliverables:

- Control multiple IT projects for utility company.
- Once project is approved, create schedule, estimate requirements for budget/staff, present class 4 and class 2 formal estimates to senior management.
- Coordinate requirement writing and approval by customer, create project plan.
- Monitor progress, provide regular reports to stakeholders on schedule/cost/quality progress.
- Regularly audit projects to ensure compliance with corporate policies and requirements.
- PROFESSIONAL EXPERIENCE Cont..
- This is Dummy Description data, Replace with job description relevant to your current role.

ROBERT SMITH

Project Controller

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

EDUCATION

- AA in LIBERAL ARTS - (HOUSTON COMMUNITY COLLEGE)