

ROBERT SMITH

Project Controller II

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SUMMARY

Experienced and versatile project controller with three years of experience looking to leverage international manufacturing industry background in maintaining budgets and project reports.

SKILLS

Ms-Office, SAP, Oracle.

WORK EXPERIENCE

Project Controller II

ABC Corporation - April 1998 – December 2000

- Supported external auditors with the necessary information needed in the timely management of preliminary and year-end audit processes.
- Prepared and presented financial statements, creating annual project budgets and forecasts and supervising employees in finance departments.
- Contributed to success and growth through the delivery of key recommendations, such as a system - put in place to monitor all purchasing.
- Performed project monitoring and data collection to determine project progress according to the budget which included project audits.
- Managed the projects general ledger, and monitored a projects cash flow.
- Prepared key accountability reports for senior management funding organization Telecommunications Corporations.
- Corrected billing rate issues so that we could start charging for services completed prior.

Project Controller

ABC Corporation - 1993 – 1998

- Planned and tracked projects budget, costs, and schedule.
- Participated in CMMI Appraisals.
- Briefed leadership on projects ETC & EAC.
- Assisted in the QA process review of deliverables.
- Facilitated and coordinated meetings.
- Provided weekly projects status updates to program managers & CFO.
- Validated projects financials against Deltek and GCS..

SCHOLASTICS

- Master of Accounting & Financial Management in Accounting - (Devry University/Keller Graduate School of Management)