

Project Controller

ROBERT SMITH

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Objective

To be a valuable member of the community and organization. Strive to enable the organization to meet and exceed goals. Intend to assure that all is done to adhere to the mission.

Skills

Microsoft Office, Contract Administration, Project Administration.

Work Experience

Project Controller

ABC Corporation - July 2007 – May 2015

- Interfaced daily with the program and financial management teams and managers evaluated the health of organizational programs.
- Performed budget reviews, program baseline planning, schedule development, and schedule maintenance and realignments.
- Conducted detailed analysis of program financial data assessing the status of deliverables, invoicing, accounts payable, accounts receivable.
- Accomplished financial audits of assigned programs to determine the effectiveness of program execution, operation, cost control.
- Developed work breakdown structures for all assigned programs to the fourth level of indenture to include cost, resources.
- Implemented and ensured compliance with project management principles and techniques as outlined in the Project Management Institute.
- Conducted program cost risk assessments, identifying actual and possible cost risks, provide risk mitigation strategies.

Project Controller

ABC Corporation - 2002 – 2007

- As the Project Controller for Nodal MMS (Marketing Management System) Program, I reported to the Project Manager of the Nodal MMS.
- Managed the project budget and vendor invoicing, as well as interviewed engineers and programmers joining the project.
- Include Created budget tracking methods and managed a \$54-million-dollar budget for two energy projects (Nodal Marketing Management System and Energy Management System).
- Vendor management and communication, which included invoice reconciliation, document control and project staffing.
- MICHELLE DINAN [] Detailed invoice and budget management led to the lucrative discovery of \$12 million dollars for one project.
- Creative solutions and time management skills allowed project implementation milestones to be on time.
- correspondence with vendor created additional business for company and additional resources..

Education

BS in Business - 2003(Hillsdale Free Will Baptist College - Oklahoma)