

# ROBERT SMITH

## Project Controller III

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

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### SUMMARY

Focused project management-business professional, with a diverse educational background and a successful track record of delivering professional products.

### CORE COMPETENCIES

Spreadsheet Development, Budget Management.

### PROFESSIONAL EXPERIENCE

#### Project Controller III

**Crescent Communities, LLC - 2005 – 2019**

##### Key Deliverables:

- Controller for the Property Management group supervising and managing the accounting of the commercial portfolio.
- Perform a range of duties related to division and corporate accounting which include meeting all reporting timelines.
- Supervise a staff of six property accountants and one senior accountant.
- Analyze income statement and balance sheet accounts, including month-end and year-end GL duties.
- Ensure all month-end and year-end procedures are fully completed under the strict deadline schedule.
- Prepare Discontinued Operations entries to comply with GAAP. Examine land expenditures for compliance with FASB 67.
- Oversee the calculation of straight-line rent for properties and corporate office in accordance with FASB 13.

#### Project Controller

**ABC Corporation - 2004 – 2005**

##### Key Deliverables:

- Supported Program Managers by providing accurate reconciliation and reporting of financial results.
- Provided analysis and projections of Orders, Revenue, and Gross Margin.
- Reviewed actual project expenses for accuracy and completeness.
- Responsible for meeting strict deadlines during the monthly close process, including preparation of revenue and cost accruals.
- Reviewed and approved purchase requisitions for consistency with the customer order.
- Ensured compliance with the Companys work-at-risk and revenue-at-risk policies.
- Participated in Project Kick-Off meetings to ensure the project set up in CostPoint accurately reflected the contractual terms and conditions..

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### EDUCATION

Bachelor of Science in Business Administration - (UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE - Charlotte, NC)

