

Robert Smith

Project Controller/Director

PERSONAL STATEMENT

A highly motivated financial professional with a strong track record and experience in Government Contracts spanning over 15 years. Recognized as a results-oriented and solution-focused individual, areas of experience.

WORK EXPERIENCE

Project Controller/Director **ABC Corporation - August 2004 - June 2012**

Responsibilities:

- Provide financial and contractual support to Program Managers and Operational Management.
- Identify and confirm requirements with Contracts Administration and the Program Manager to include reporting, invoicing obligations.
- Set up and maintain assigned projects in Costpoint based on project requirements and in compliance with the Companys set up rules.
- Identify and remedy miscoding in a timely manner to ensure the proper recognition of revenue.
- Assign project workforce, project labor categories (PLCs) and provide access to employees for assigned projects in Costpoint.
- Ensure compliance with the Companys work-at-risk and revenue-at-risk policies.
- Regularly monitor assigned project performance and cost estimates to complete (ETC)/estimates at completion (EAC) against plans and actual expense rate.

Project Controller **Voith Hydro - 2002 - 2004**

Responsibilities:

- Financial Management of Government and Intercompany Projects.
- Prepare presentations for Board of Management.
- Prepare invoices according to Government contracts.
- Prepare invoices for Intercompany billings.
- Cost and Sales forecasting.
- Administrative Cost Center budgeting.
- Accounts Receivable backup..

Education

Business Administration - 2000(GEORGE MASON UNIVERSITY - Fairfax, VA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Ms- Excel,
Communication Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)