## PROJECT ADMINISTRATOR ENGINEERING

## Summary

A consistent team leader with great analytic and interpersonal skills; highly focused in achieving and maintaining excellent customer relationships to assist you in achieving your organizational goals. I have over 10 years progressive experience in Accounting, Property Accounting and Project Administration and have deliver consistent contributions to increased productivity, decreased cost and produced strong revenue gains through teambuilding, self-motivation and development.

## Highlights

- Flexible team player Analytical reasoning
- Financial statement analysis
- Compliance testing knowledge
- Strength in regulatory reporting
- Budget forecasting expertise
- Account reconciliation expert
- Adobe software proficiency
- Complex problem solving
- Strong organizational skills
- Expert in customer relations
- General ledger accounting
- Flexible team player
- Advanced computer proficiency (PC and Mac)
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## Experience

Project Administrator Engineering Jan 2007 to Jan 2009 Company Name il 4 City, State

• Direct reporting responsibilities to the Executive Vice President Maintained general ledger, financial statements and other financial reports Analyzed and interpret monthly variances and trends between budgets and actual results in developing projections and forecast Prepared monthly billing base on contracts, project progress report and work-in-progress report Prepared and analyzed quarterly backlog report to forecast revenues and employees productivity Reconciled monthly bank statements and deposit daily cash receipts Used AIA Documents to prepare Prime and Sub-consultant Contracts Audited and approved Sub-contractors invoices for process and payment Assisted Controller with year end audit Monitored Job Cost report to ensure employees are charging to the correct projects Year End CAM Reconciliation for rental properties Prepared monthly invoices for Tenants in compliance to Lease Agreement Process bank deposit and updated accounts receivable.

Project Administrator Jan 2000 to Jan 2007 Company Name il/4 City, State

- Prepared monthly billings and revenue forecast Prepared financial reports and analyzed variances Prepared office earnings report and
  distribute to the Officers Prepared rate schedule to be use in contract proposals Prepared project status reports, monitoring costs and
  charges associate with each project, attend department meetings and advised project managers of project overruns.
- Reviewed Consultant invoices and code to the correct project numbers and general ledger accounts Prepared monthly cash flow projection Prepared Standard Forms 295 & 294 reports semiannually for the Government.
- Prepared tax reports quarterly or semiannually for several States.
- · Assisted Controller with year end audits Coordinated with insurance company to provide insurance certificate to clients.

Senior Staff accountant Jan 1998 to Jan 2000

Company Name il/4 City, State

Prepared and analyzed financial statements on a monthly basis Reconciled and process employees expense report to American Express
charges Reviewed and analyzed General Ledger on a monthly basis Reconciled monthly bank reconciliation Daily cash reconciliation,
process bank deposit and updated accounts receivable.

Project Accountant Jul 2009 to Current Company Name i<sup>1</sup>/<sub>4</sub> City, State

- Aligned all financial activity with the regulations of the GAAP.
- Provide weekly cash forecast for the Eastern Region.
- Ensure accurate and timely billing for both external and internal customers.
- Update project budgets for all projects assign to me.
- Calculate and recognize revenue in accordance with US GAP for all projects.
- Setup all aspects of new projects which includes budget, contract information and revenue recognition base on contract.
- Perform month-end close procedures pertaining to billing, accounts receivable baddebt provisions and contingencies, journal entries and reconciling.

• Monthly meeting with the Director of Operation in regards  $\hat{A}$  to  $\hat{A}$  project income statement.

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Education

M.B.A , Business Administrator 2005 American Intercontinental University  $i\frac{1}{4}$  City , State Business Administrator B.A , Accounting 1997 Florida International University  $i\frac{1}{4}$  City , State Accounting Skills

accounts receivable, AIA, bank reconciliation, billing, billings, budgets, daily cash receipts, cash flow, Consultant, Contracts, Controller, clients, financial, financial reports, financial statements, Forms, General Ledger, general ledger accounts, Government, insurance, meetings, excel, Microsoft office applications, office, PowerPoint, Pivot tables, presentations, Prime, progress, proposals, Express, reporting, spreadsheet, tax, Timberline