

Objective

To obtain a position that will allow me to utilize my operational background and entrepreneurial mindset, in order to help grow an organization or business.

Experience

Jacobs Engineering Group –

10/2016-Present

Project Controls Specialist (12/2018-Present)

- Develop, monitor, track, forecast, and report on project budgets, estimates to complete, expenditures, project progress, and productivity, work plans and schedules, project cost at completion, subcontracts, and change management
- Track and improve gross margin per billable hour, DSO, and other key business metrics on a portfolio of projects
- Review, process, and track subconsultant invoices on various projects
- Initiate purchase requisitions for subcontractors in Oracle iProcurement
- Identify potential project problems early, report issues to operations leadership, and work with project teams to address and implement recovery plans
- Preparation of spreadsheets and a wide variety of cost analyses, cash flow, and other cost related evaluations
- Contact other departments and outside vendors, suppliers and clients to resolve cross functional pending items
- Schedule and conduct monthly operational project reviews with Project Managers and local operations leadership
- Note any project issues and potential write offs in the operational project reviews and discuss with Regional Operations Management at end of month portfolio review meetings
- Update EAC monthly forecasts on projects prior to month-end to ensure revenue recognition compliance
- Utilize exported Salesforce data to forecast gross margin, gross margin per billable hour, and staff hours for the current and upcoming fiscal years
- Distribute technical and administrative reports, assembly of monthly report packages
- Work with sales managers to create price proposals, ensuring correct fringe & overhead rates, escalation, time-phasing, and contractual rates are used to build the proposal and that proper contingency or management reserve is added to mitigate any potential risks in performing the work
- Develop maximum labor category rate tables for Master Services Agreements and multi-year contracts
- Conduct pricing review/green team calls with sales and operations management as part of the proposal review process and revise proposals according to feedback
- Route proposals and contract documents through Jacob's contract document routing system to document approvals
- Maintain work without authorization log to provide management with an updated status of at-risk work
- Test Jacobs new revenue recognition module as part of the User Acceptance Training and Pilot teams to ensure its functionality, recommend improvements, and validate business rules

Board Financial Reporting Lead – Global Program Partners Joint Venture (05/2020-Present)

- Prepare and present quarterly financials to the Joint Venture Board
- Monitor revenue, direct cost, and gross margin monthly and track against budget
- Provide quarterly equity distribution recommendations to board based off cash flow and current economic environment
- Forecast calendar year financials and compare against previous years
- Create charts and graphs to provide Board with easy to understand visualizations of financial data
- Discuss financials with program director monthly and provide insights based off financial analysis and trends

Project Accountant (10/2016-12/2018)

- Maintain projects in Oracle according to the company policies and procedures
- Review contract terms and associated information to ensure project setup generates appropriate results
- Issue and review client invoices to ensure they are in accordance with the contract terms
- Monitor project balances on Accounts Receivable, Work in Progress, and Billing in Excess Accounts
- Meet weekly, month and quarterly deadlines as outlined in company policies and best practices
- Assist in onboarding and training new accountants

Skills

- Oracle Financials
- Forecasting and Data Analysis
- Microsoft Word/Powerpoint/Excel/Outlook/LinkedIn
- Ability to learn quickly and independently
- Cross-functional collaboration
- Ability to work under pressure

Education

Rutgers University, New Brunswick, NJ
BA in Economics

Graduated May 2016

Major: Economics
Minor: Entrepreneurship
