
Project Control Specialist Resume

Job Objective

Looking for full time work as a Project Control Specialist with the right company.

Highlights of Qualifications:

- Experience in managing project controls and related practices
 - Deep knowledge of educational business development
 - Operational knowledge Microsoft Office applications
 - Immense ability to work independently
 - Exceptional ability to provide mentorship to subordinates
 - Amazing communication skills in both oral and written forms
 - Skilled to make independent decisions
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Professional Experience:

Project Control Specialist
Parker Drilling Company, Herndon, VA
May 2006 – Present

- Coordinated with Project Manager and ensured timely completion of all projects.
- Assisted project management team and ensured appropriate and accurate information.
- Maintained records of all cost tracking system and adhered to all corporate requirements.
- Worked with project team and prepared required purchase orders of all parts and equipments according to specifications.
- Managed all project managerial requirements, prepared bid packages and scheduled timely deliverables for same.
- Administered all primary contracts and ensured compliance to project timeline.
- Developed projected date and completed all final cost.
- Evaluated all project regulatory requirements and ensured effective enforcement.

Project Control Specialist
Jacobs Engineering Group Inc., Herndon, VA
March 2003 – April 2006

- Managed efficient working of all operating procedures required for effective project controls.
 - Maintained knowledge on scope of work for projects.
 - Provided all required budget information and prepared forecasts for cost reporting system.
 - Evaluated all expenditure details and made correction wherever required.
 - Monitored activity data and associated resources and reviewed duration of each activity in a logic sequence.
 - Prepared cost analyses spreadsheets and ensured maintenance of proper cash flow data.
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Education:

Bachelor's Degree in Mechanical Engineering
Pacific Union College, Angwin, CA

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