

---

## Project Controller Resume

---

### Job Objective

Experienced Project Controller is seeking employment with reputable organization where my skills and training can be a positive contribution to your company

---

### Highlights of Qualifications:

---

- Extensive experience in project financial management
  - Familiarity with contracts administration and pricing
  - Ability to function efficiently on a jobsite is essential
  - Ability to build strong working relationships with business partners
  - Proficient in project management, financial software tools MSWord, Excel and Oracle
  - Strong negotiation and influencing skills
  - Ability to interpret and apply government and industry standards, specifications
  - Ability to implement planning, execution, review, control, and closeout project processes
- 

### Professional Experience:

---

Project Controller  
Henkels & McCoy, Hampton, SC  
August 2005 – Present

- Provided guidance and roll-up data for weekly, monthly, quarterly and yearly data-calls.
- Assisted in the development of forecasts on a monthly and quarterly basis.
- Monitored work-at-risk projects.
- Assured adherence with the Company's work-at-risk and revenue-at-risk policies.
- Identified and resolved miscodings in a timely manner to ascertain proper recognition of revenue.

Project Controller  
Meridian Technology Group, Hampton, SC  
May 2000 – July 2005

- Provided services as an "Internal Auditor" and assured controls are being followed.
  - Projected long and short term funding and prepared bank letters of credit.
  - Assured all Contract Purchase Order Changes and other change orders are issued to Subcontractors on a regular basis.
  - Managed all project accounting data bases to ascertain timely upkeep, security and control.
  - Maintained inventory records to identify the amount of materials available at any time.
- 

### Education:

---

Bachelor's Degree in Finance  
West Los Angeles College, Culver City, CA

[Build your Resume Now](#)