
Project Support Officer Resume

Job Objective

Qualified Project Support Officer seeking to fill position with established top-rate organization looking for applicants with extensive training and experience.

Highlights of Qualifications:

- Huge experience in NGO and education
 - Good expertise in coordinating employee volunteering programs and corporate social responsibility programs
 - Proficient in MS Office suite
 - Excellent written and oral communication skills
 - Strong organizational skills
 - Amazing ability to solve problems by using a common sense and a practical approach
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Professional Experience:

Project Support Officer
AECOM, New York, NY
August 2005 – Present

- Recorded, scanned, saved, and returned original purchase orders.
- Quarterly reviewed purchase orders to be closed.
- Raised and processed client invoices.
- Reconciled accounts to be paid.
- Assisted with financial monitoring.
- Generated any ad hoc financial reporting required by the client.
- Established and maintained projects using AECOM's Oracle system.

Project Support Officer
Citizenship Foundation, New York, NY
May 2000 – July 2005

- Coordinated 'twinning' educational program, between schools, employee volunteers and Aviva.
 - Administered support for regional events.
 - Marketed educational resources and competition to non-twinning schools.
 - Monitored media and website maintenance.
 - Assisted with the production of promotional materials and PR.
 - Maintained and updated information on the project databases.
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Education:

Bachelor's Degree in Computer Science
Georgia State University, Atlanta, GA

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