



NOAH WILLIAMS

Program Control Analyst

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Budget Forecasting



Cost Management Software



Forecasting



Stakeholder Engagement



Contract Management



Data Analysis



🚀 INTERESTS

★ Surfing

🥋 Martial Arts

🏠 Community Service

👥 Blogging

👊 STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

🗣 LANGUAGES



English



Mandarin



French

🏆 ACHIEVEMENTS

🌟 Improved project budget accuracy by 15% through detailed variance analysis.

🌟 Streamlined funding approval processes, reducing turnaround time by 20%.

👤 PROFESSIONAL SUMMARY

Detail-oriented Program Control Analyst with 2 years of experience in financial oversight, budget tracking, and variance analysis. Skilled in collaborating with cross-functional teams to enhance project performance and compliance. Leveraging analytical insights to drive operational efficiency and support strategic resource allocation.

💻 WORK EXPERIENCE

Program Control Analyst

📅 Apr / 2024-Ongoing

🌿 Maple Leaf Consulting

📍 Toronto, ON

1. Reviewed and processed project funding reallocations and work order requests to ensure financial accuracy.
2. Support continuous improvement initiatives within the program management process.
3. Audited monthly invoices for compliance with contractual obligations.
4. Collaborated with internal and external stakeholders to facilitate project funding and resource allocation.
5. Led small project teams to analyze system components and drive project improvements.
6. Identified inefficiencies in processes, recommending actionable solutions to enhance workflow.
7. Facilitated communication between project managers and technical staff to resolve issues promptly.

Program Control Analyst

📅 Apr / 2023-Apr / 2024

🌙 Crescent Moon Design

📍 Portland, OR

1. Provided Program Control Analyst support for a major NASA initiative, tracking funding levels and initiating necessary actions.
2. Managed project planning and scheduling for the NASA EDOS Program, overseeing an integrated master schedule.
3. Developed and coordinated project schedules to ensure alignment with overall project timelines.
4. Identified schedule impacts and potential risks, providing mitigation strategies.
5. Produced baseline variance reports for internal management reviews, enhancing project oversight.
6. Communicated financial forecasts and projections to project management, ensuring informed decision-making.

🎓 EDUCATION

Bachelor of Science in Finance

📅 Apr / 2022-Apr / 2023

🌊 University of California

📍 Portland, OR

Focused on financial analysis and budget management strategies.