



LIAM ANDERSON

Assistant Project Control Analyst

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Sap Financial Management



Forecasting



Reporting Skills



Change Management



Time Management



Performance Metrics



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Spanish



Mandarin

🌟 ACHIEVEMENTS

🌟 Streamlined financial reporting processes, reducing report preparation time by 20%.

🌟 Developed comprehensive cost estimates that improved project budget accuracy by 15%.

👤 PROFESSIONAL SUMMARY

Results-oriented Assistant Project Control Analyst with 5 years of experience in financial planning, cost analysis, and performance tracking. Proven ability to develop insightful reports that enhance decision-making and improve project outcomes. Dedicated to collaborating with cross-functional teams to ensure project success while maintaining budgetary compliance.

💼 WORK EXPERIENCE

Assistant Project Control Analyst

📅 Apr / 2021-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Produced detailed monthly financial deliverables for 17 subcontracts and task orders, ensuring timely submissions to program managers and contract specialists.
2. Maintained and updated Estimates to Complete (ETCs) for each subcontract using advanced Excel tracking methods.
3. Supported Program Managers in financial monitoring, including Level of Effort (LOE) and funding availability assessments.
4. Coordinate with project teams to ensure timely deliverables.
5. Validated invoices and financial documents for accuracy prior to submission to stakeholders.
6. Analyzed monthly unbilled amounts to identify and address cash flow issues promptly.
7. Conducted profitability analyses for new and modified subcontracts, providing actionable insights for management.

Project Control Analyst

📅 Apr / 2020-Apr / 2021

Summit Peak Industries

📍 Denver, CO

1. Managed cost reporting for 30 projects, ensuring accurate financial tracking and invoice reconciliation.
2. Collaborated with senior stakeholders to clarify business requirements and enhance project execution.
3. Allocated contract funding from multiple DoD program offices, establishing initial working plans for budget implementation.
4. Supported financial planning and analysis for approximately 50 programs with a total value of \$65 million.
5. Assisted in conducting client performance assessments to improve service delivery.
6. Developed and maintained databases for client surveys, ensuring accurate participant information.

🎓 EDUCATION

Bachelor of Science in Accounting

📅 Apr / 2019-Apr / 2020

University of Florida

📍 Chicago, IL

Gained foundational knowledge in accounting principles, financial analysis, and project management.