

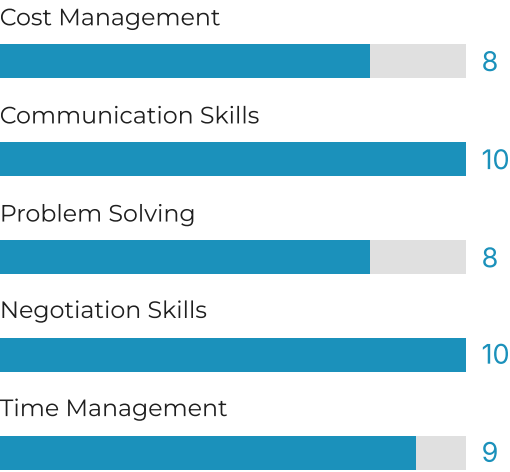


JAMES CLARK

Project Controls Manager

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SKILLS



INTERESTS

- 🔧 DIY Projects
- ✂️ Crafting
- 🧘 Meditation
- 🏛️ History

STRENGTHS

- 🌱 Humility
- 💡 Innovation
- 👁️ Insightfulness
- ✅ Integrity

LANGUAGES



ACHIEVEMENTS

- ★ Achieved a 15% reduction in project costs through effective budget management and resource allocation.
- ★ Implemented a project control system that improved reporting efficiency by 75%, enabling timely decision-making.

PROFESSIONAL SUMMARY

Strategic Project Controls Manager with 10 years of experience in cost management, scheduling, and financial analysis. Expertise in developing and implementing robust project controls that enhance performance and mitigate risks. Proven ability to lead diverse teams and drive successful project outcomes through data-driven decision-making and continuous process improvement.

WORK EXPERIENCE

- Project Controls Manager III** Jan / 2019-Ongoing
Maple Leaf Consulting Toronto, ON
- Generated, analyzed, and forecasted project financial data to ensure budget adherence and optimize expenditures.
 - Delivered comprehensive contract financials to both internal stakeholders and external clients, enhancing transparency.
 - Streamlined report development processes, reducing submission timelines from four weeks to one week.
 - Received a 100% award fee score for exemplary cost performance and control from a key client.
 - Mentored and managed a diverse team, fostering professional development and improving operational performance.
 - Implemented new processes that increased staff morale and significantly reduced employee turnover.
 - Developed detailed Work Breakdown Structures (WBS), assigned resources, and monitored project milestones for timely completion.

- Project Controls Manager** Jan / 2015-Jan / 2019
Crescent Moon Design Portland, OR
- Created innovative project control tools, including scorecards and invoice tracking systems, to enhance visibility.
 - Documented and delivered SAP training materials, improving team competency in financial systems.
 - Identified and resolved system discrepancies, recovering overpayments and reducing operational losses.
 - Developed analytical reports from IT systems to provide actionable insights for management decision-making.
 - Gathered and updated financial metrics, ensuring accurate reporting and compliance.

EDUCATION

- Master of Business Administration** Jan / 2012-Jan / 2015
University of Southern California Portland, OR
- Specialized in Project Management and Financial Analysis.