Project Support Analyst

ROBERT SMITH

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Objective

Seeking a Project Support Analyst position with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

Skills

3COM, Active Directory, ADP DSDA, ADP w.e.b.Suite,.

Work Experience

Project Support Analyst

ABC Corporation - January 2013 – November 2014

- Ensured project team achieves the financial goal of 1% budget variance for $22M Capital and $4.4M O&M assigned.
- Facilitated project forecasting with the Project Manager and Team.
- Responsible for entering the forecast, analyzing spend, accurate and timely accruals and processing invoice payments.
- Prepared monthly and bi-monthly variance report, project change requests, SOX report and contractor man hours worked.
- Managed third party contractor timesheets, purchase orders and accruals for services performed.
- Managed project work orders, working with Maintenance Planners to ensure in-service and accurate asset information.
- Prepared journal entries when necessary to transfer material or cost to appropriate projects.

Project Support Analyst

Delta Corporation - 2012 – 2013

- Data analysis on a daily basis to help make business decisions - Design and build reports for different merchant and/or group needs - Design and code .
- Deliver project support and analysis for various department initiatives.
- Communicate project tasks and updates to team members and partners.
- Support business meetings, including coordination of administrative services.
- Work within cross-functional projects in the areas of Finance, Risk & Compliance, Onboarding, Implementation and Marketing.
- Maintain an in-depth database on project development status of all projects during the project life cycle Generate material status reports Coordinate .
- Oversaw the development of ANAs magnet application system from concept to implementation by working with nurses across several states to insure.

Education

MS

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