
Project Control Officer Resume

Job Objective

To enhance my skills as a Project Control Officer by joining forces with a growing establishment seeking qualified applicants.

Highlights of Qualifications:

- Strong accomplished experience as a Project Control Officer
 - Thorough knowledge of company's Catalyst and equivalent client-mandated project management methodology
 - Solid understanding of scope control techniques and change-in-scope authorization process
 - Amazing ability to manage competing priorities in a complex environment
 - Outstanding ability to devise creative solutions to address problems and issues
 - Remarkable ability to convey a strong presence, professional image, and deal confidently with complex business or technical problems
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Professional Experience:

Project Control Officer
Procom Services, Venice, FL
August 2005 – Present

- Planned scheduled, monitored and tracked progress and delivered projects adhering to prescribed standards and budget.
- Overseen assigned personnel for projects.
- Ensured adherence to appropriate project management policies and procedures.
- Reviewed high-level and detailed business process designs.
- Assisted in preparing requirements, evaluated products and selected commercial off-the-shelf software.
- Assisted business developers in identifying and qualifying leads.
- Provided leadership and work guidance to less experienced personnel.

Project Control Officer
Sapphire Technologies, Venice, FL
May 2000 – July 2005

- Maintained the project documents third party contracts.
 - Audited items to be delivered under projects, reviewed the weekly and monthly multitask reports for anomalies.
 - Executed project control procedures and policies.
 - Assisted in maintaining project schedules.
 - Developed and maintain issue logs.
 - Prepared documents for various recurring meetings including minutes, issue logs etc.
 - Developed consolidate program status reports.
 - Managed reporting and tracking for resource utilization.
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Education:

Bachelor's Degree in Information Systems
Bowdoin College, Brunswick, ME

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