

Lainey Cummings

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SUMMARY

Project Administrator with eight years supporting **Corporate IT** initiatives across enterprise PMO and professional services environments. Manages financial, resource, contract, documentation, and operational administration across **application development**, infrastructure, cybersecurity, and data portfolios. Maintains accurate project records from initiation through closeout, reconciles actuals with forecasts, investigates budget variances, tracks T&M costs, and monitors staffing, expenses, **purchase orders**, commitments, SOWs, milestones, and contract dates. Advanced Microsoft Excel user who turns complex project data into clear **budget to actual** and resource reporting for IT leadership, Project Managers, Finance, and Resource Managers. Partners across competing priorities, researches incomplete information independently, and documents cost effects from scope, staffing, schedule, and go live changes. Brings calm follow through and practical judgment to every project lifecycle.

EXPERIENCE

Senior Project Administrator, Corporate IT Portfolio

October 2023 - Present

Blue Mesa Digital Services

Frisco, Texas

Leads financial, resource, schedule, contract, and operational administration for 14 concurrent Corporate IT initiatives across application modernization, infrastructure, cybersecurity, and data delivery. Partners with Project Managers, Finance, Resource Managers, vendors, and IT leadership from project setup through closeout, keeping records reliable and decisions grounded in current costs, staffing, commitments, and delivery assumptions.

- Administered 14 Corporate IT initiatives across application, infrastructure, cybersecurity, and data delivery portfolios.
- Rebuilt monthly forecasts in Excel using **actuals**, staffing plans, commitments, milestones, and anticipated expenses.
- Reconciled **T&M** labor, **timesheets**, travel, vendor expenses, purchase orders, and commitments before monthly reporting.
- Reviewed SOW scope, rates, staffing, milestones, funding, and dates for renewal and closeout decisions.
- Modeled cost effects from scope, staffing, schedule, and go live changes with **Project Managers** and Finance.
- Prepared **budget to actual** and resource reports, resolving exceptions across PMO, ERP, and **financial systems**.

IT PMO Project Coordinator, Technology Delivery

July 2020 - September 2023

Lone Star Enterprise Solutions

Dallas, Texas

Coordinated financial and resource administration for 10 to 12 technology projects at a time. Maintained aligned records across PMO tracking, ERP, and financial systems while supporting forecasts, T&M engagements, staffing reviews, vendor documentation, recurring leadership reporting, and disciplined **project closeout**.

- Coordinated financial and resource administration for 10 to 12 concurrent technology projects.
- Built Excel workbooks comparing forecasts, actual labor, invoices, purchase orders, and remaining commitments.
- Maintained **resource allocations** and timesheet status, escalating capacity gaps before reporting deadlines.
- Tracked SOW **milestones**, **contract dates**, funding consumption, and vendor rates for T&M engagements.
- Produced financial and staffing packages with exception notes for missing costs and schedule movement.
- Confirmed final time, **expenses**, purchase order balances, resource releases, and **commitments** during closeout.

Project Controls Analyst, Technology Services

September 2018 - June 2020

Trinity Ridge Consulting

Fort Worth, Texas

Supported **project controls** for a professional services technology portfolio, organizing baseline budgets, staffing plans, schedules, vendor commitments, and cost records. Built early expertise in forecast maintenance, **variance analysis**, T&M billing support, SOW administration, purchase order tracking, and closeout documentation for client delivery teams.

- Organized baseline budgets, **staffing** plans, schedules, commitments, and cost records for delivery teams.
- Updated forecasts from resource plans, actual labor, expenses, and milestones for finance review.
- Analyzed **budget to actual** results in Excel, tracing timing, rate, staffing, and expense differences.
- Audited timesheets and reimbursable expenses against assignments and T&M billing structures.
- Maintained purchase order and SOW trackers with **funding**, **rates**, milestones, and expiration information.
- Reconciled remaining commitments, time entries, and expenses within organized closeout files.

PROJECTS

Enterprise IT Forecast Reconciliation 📅 2024

Created a repeatable Excel reporting model that connected actuals, staffing plans, vendor commitments, milestones, and anticipated expenses. The model gave Project Managers a clear basis for explaining budget movement and resolving missing costs before leadership reporting.

Technology Contract Expiration Register 📅 2022

Built a forward looking register for SOW scope, rates, staffing, milestones, funding, and contract dates. Clear ownership and advance visibility supported renewal, extension, funding adjustment, and closeout decisions across T&M engagements.

LEADERSHIP & AWARDS

- Recognized by IT leadership for dependable portfolio reporting across concurrent Corporate IT initiatives.
- Received peer recognition for resolving incomplete cost, staffing, and commitment data before reporting deadlines.
- Selected as a trusted PMO resource for organized project closeout and financial reconciliation.

EDUCATION

Bachelor of Business Administration in Management Information Systems
University of North Texas GPA: 3.5
Coursework: Project management, financial management, information systems, business analytics

2018
Denton, Texas

CERTIFICATIONS

- Project Management Institute Certified Associate in Project Management 📅 2019
- Microsoft Office Specialist Excel Associate 📅 2021

TECHNICAL SKILLS

- **Microsoft Excel:** PivotTables, formulas, reconciliation workbooks, budget analysis
- **Project Management Systems:** Project setup, lifecycle records, milestone tracking, closeout records
- **Resource Management Systems:** Resource allocations, staffing plans, capacity tracking, timesheet status
- **ERP Systems:** Project records, purchase orders, commitments, cost data
- **Financial Systems:** Actuals, forecasts, funding, expenses
- **Financial Analysis:** Budget to actual reporting, variance analysis, cost projections
- **Contract Administration:** SOWs, rates, milestones, funding, contract dates
- **Time and Materials:** T&M labor, timesheets, travel, reimbursable expenses
- **Project Controls:** Baseline budgets, schedules, commitments, cost records
- **IT Delivery Domains:** Application development, infrastructure, cybersecurity, data projects
- **Reporting Practices:** Portfolio reporting, resource reporting, exception notes
- **Closeout Administration:** Final costs, resource releases, expenses, remaining commitments

SKILLS

- Project administration
 - IT PMO
 - Project controls
 - Financial forecasting
- Variance analysis
 - Cost tracking
 - Resource allocation
 - T&M projects
- SOW administration
 - Purchase orders
 - Timesheets
 - Project closeout
- Microsoft Excel
 - ERP systems
 - Stakeholder reporting

PROFESSIONAL AFFILIATIONS

- Project Management Institute, member since 2019.
- Corporate IT PMO community, contributor to reporting and project controls practices.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST