



Lainey Cummings

Project Administrator, Corporate IT Projects

☎ (469) 555-7284 ✉ lainey.cummings@example.com

🌐 linkedin.com/example/laineycummings 📍 Frisco, TX 75034

STRENGTHS

- 📅 **Financial reconciliation**
Complex Excel reviews became clear action lists, helping Project Managers explain budget movement with confidence.
- ✅ **Project follow through**
Closeout work stayed complete and orderly, even when time, expenses, commitments, and releases arrived separately.
- 🔍 **Independent investigation**
When a cost did not fit, research uncovered its cause and moved the right follow up forward.
- 👥 **Stakeholder reporting**
Concise exception notes gave Finance, Resource Managers, and IT leaders a shared view of project health.
- 🔗 **Portfolio coordination**
Managing many active initiatives built a steady rhythm for priorities, questions, records, and delivery changes.

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

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

Blue Mesa Digital Services 📅 October 2023 - Present 📍 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

Lone Star Enterprise Solutions 📅 July 2020 - September 2023 📍 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.

ERP systems

Stakeholder reporting

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Project Administrator, Corporate IT Portfolio at Blue Mesa Digital Services (2.9 Years)

● IT PMO Project Coordinator, Technology Delivery at Lone Star Enterprise Solutions (3.2 Years)

● Project Controls Analyst, Technology Services at Trinity Ridge Consulting (1.8 Years)

Project Controls Analyst, Technology Services

Trinity Ridge Consulting 📅 September 2018 - June 2020 📍 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 📅 2018 📍 Denton, Texas

Coursework: Project management, financial management, information systems, business analytics

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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST