

RUZELLE WITTE

CAPM

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SUMMARY

Associate Project Coordinator with extensive experience in operations, logistics, and accounting across multiple industries. Excellent history of managing several projects simultaneously from inception to final delivery to ensure all client needs are met. Key strengths include project scheduling, cost control, and financial management.

TECHNICAL SKILLS

QuickBooks

Sage ERM

Microsoft Office Suite

Oracle

EXPERIENCE

2017 – Present

Crown Castle

Austin, TX

Associate Project Coordinator

- Coordinate projects and provide support services for a wide range of daily activities by effectively utilizing database and accounting software for America's largest provider of telecommunications infrastructure
- Oversee project timelines from conception to completion and ensure on-time deliverables for hundreds of projects per week, including both of the Austin and Houston sub-markets
- Manage financial aspects of assigned projects, including obtaining and issuing purchase orders and reviewing and approving vendor invoices and billing for accounts
- Identify discrepancies while communicating project status information to managers, vendors, and customers

2011 – 2015

Fukuda USA

Redmond, WA

Accounting/Logistics Associate

2013 – 2015

- Assisted the HR and Accounting Manager with Accounts Receivables, payroll, expense reports, and personnel data management for a global medical device sales company
- Conducted inventory logs and data input for several multimillion-dollar accounts

Accounting Assistant

2011 – 2013

- Maintained accounting records and logs such as journals, payroll, time reports, and property records
- Managed and controlled company expense reports

2013 – 2013

Hitachi Chemical

Cupertino, CA

Sales Coordinator

- Handled accounting and HR duties such as payroll, expense reports, and personnel data management for a chemical and CPU component manufacturer with multimillion-dollar accounts
- Communicated with senior leadership to evaluate sales and prepare inventory forecasts

2007 – 2009

Mitsui Engineering

Tokyo, Japan

Project Control Engineer

- Maintained project schedules, created deliverables reports, and developed presentations containing essential data for monthly meetings with clients for a global multidiscipline engineering company

EDUCATION

Cebu Institute of Technology - University

Cebu, Philippines

Bachelor of Science in Industrial Engineering; Cum Laude (2004)