

# ZENA FORTENBURY

Project Accountant

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## PROFILE

Results-driven Project Accountant with 2 years of experience in managing financial aspects of various projects. Skilled in budgeting, cost analysis, and financial reporting to ensure accuracy and compliance with financial regulations. Demonstrated ability to collaborate effectively with project teams, streamline financial processes, and contribute to successful project outcomes. Strong analytical and problem-solving skills, with a keen eye for detail and commitment to continuous improvement.

## LINKS

[linkedin.com/in/zenafortenbury](https://www.linkedin.com/in/zenafortenbury)

## SKILLS

QuickBooks

Excel

Budgeting

Forecasting

Reconciliation

Financial Reporting

Cost Analysis

## LANGUAGES

English

Dutch

## HOBBIES

## EMPLOYMENT HISTORY

### ● Project Accountant at Alabama AGC, AL

May 2023 - Present

- Successfully managed a \$10 million construction project budget, ensuring all financial aspects were accurately tracked and reported, resulting in a 5% cost savings and timely completion of the project.
- Streamlined the invoicing process for over 50 subcontractors, reducing payment processing time by 30% and improving overall relationships with vendors.
- Implemented a new project cost tracking system that increased efficiency and accuracy of financial reporting, leading to a 10% reduction in errors and saving the company \$200,000 in potential losses.

### ● Assistant Project Accountant at Marathon Electrical Contractors, AL

Jul 2021 - Apr 2023

- Successfully managed a \$5 million electrical project budget, ensuring accurate financial reporting and timely processing of invoices, resulting in a 10% cost savings for Marathon Electrical Contractors.
- Streamlined the project accounting process by implementing new software, reducing manual data entry and errors by 25% and improving the overall efficiency of the finance team.
- Assisted in the preparation and analysis of monthly financial statements for over 20 ongoing projects, leading to a 15% reduction in discrepancies and improved decision-making for project managers.
- Conducted thorough internal audits of project expenses, identifying and resolving over \$100,000 in misallocated costs, ultimately enhancing the company's profitability and financial accuracy.

## EDUCATION

### Bachelor of Science in Accounting at University of Alabama, Tuscaloosa, AL

Aug 2017 - May 2021

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Financial Statement Analysis, Accounting Information Systems, Business Law, and Corporate Finance.

## CERTIFICATES

### Certified Project Management Accountant (CPMA)

Jan 2022