

KarmaTaneece Bailey

Professional Highlights

- * Experienced cost and project controls professional: project management, project status reporting, cost tracking, budget management, contract administration, project administration, cost analysis, vendor management, expense and revenue recognition reporting.
- * Effective communication and solid client solution skills: Works well with management and project teams at all levels. Equally comfortable dealing with vendors, contractors, internal clients, and external customers for budgeting, contracts, invoices, project status reporting, and sales.
- * Detail-oriented: Proven ability to initiate, accomplish project tasks independently and consistently contribute 100% to meet KPIs. Solid skills in multitasking and time management in fast deadline driven environments.
- * Technical skills: Proficient in various ERP systems and functions such as Oracle, JD Edwards, SAP, Ariba, Planview, ServiceNow, PeopleSoft, Deltek Costpoint, SharePoint, Pivot tables, VLookup, Primavera P6.

Service and Achievements

- * Life Member, Dillard University National Alumni Association – Baton Rouge Chapter
- * Charter Member and Past Treasurer, Delta Sigma Theta Sorority, Inc. - Louisiana Tri-Parish Chapter
- * Initiate, Delta Sigma Theta Sorority, Inc. – Beta Gamma Chapter, Spring 2001
- * Graduate, Dillard University – Bachelor of Arts in Business Management
- * Graduate, Southern University A & M University, Master of Business Administration