

# Holly Frantz

## Project Manager Assistant



3157 Limestone Rd, Cochranville, PA 19330

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### Areas of Specialization

- Data Analysis
- Financial Analysis
- Project Budgeting

### Overview of Experience

- Tracked project budget and spending for projects totaling \$6 MM in gross annual revenue.
- Developed an internal cost budgeting spreadsheet to keep projects on time and on budget.
- Responsible for EPA data validation for approximately 40 data points on a quarterly basis.
- Supported corporate finance with reporting and analysis, including monthly and year end close out assistance.
- Responsible for the development and maintenance of annual corporate budgets.
- Responsible for the accurate completion of monthly client invoicing.
- Assisted in the maintenance of company database.
- Maintained compliance with documentation requirements.
- Sourced suppliers and subcontractors.
- Assured the completion of project files.
- Prepared performance reports and set performance goals accordingly for weekly meetings.

### Education

B.S., Mathematics  
Millersville University, 2017

A.A., Chemistry  
Harrisburg Area Community College,  
2015

### Affiliations

Institute of Management Accountants

Mathematical Association of America

National Society of Leadership and  
Success

