

— JOHN SMITH —

22 Street Rd. | City, State 00000 | 222.222.2222 | email@address.com

CONSTRUCTION MANAGEMENT / PLANNING MANAGEMENT OR PROJECT ANALYSIS

Quality-focused and results-oriented professional offering 16 years' experience coordinating, analyzing, and leading large-scale projects. Pragmatic critical thinker delivering record of enhancing procedures, optimizing productivity, controlling costs, streamlining operations, improving quality, and delivering projects within time and budget requirements. Resourceful leader adept at maintaining contract documentation, preparing forecasts, tracking projects, and developing reports. Exhibit solid analytical, organizational, problem-solving, and technical abilities. Scope of excellence includes:

Process Improvement | Project Management & Analysis | Cost Control | Preventive Maintenance | Quality Control | Logistics
Policy Development | Team Leadership | Procurement | Safety Compliance | Budget Administration | Problem Resolution

— CAREER PROFILE —

Suncor Energy (Firebag, Ft. McMurray) 2008-Present
Integrated energy company focused on developing Canada's Athabasca's oil sands.

Mechanical Planner: Prepare routine and structured job plans and work instructions, providing direction to Mechanical Maintenance Department for corrective maintenance repairs; investigate work requirements and create breakdowns. Develop, review, and revise maintenance procedures to enhance work package development, maintain direction, and ensure compliance with codes, standards, and vendor recommendations. Identify and analyze corrective and preventive maintenance, modification, and surveillance activities to provide input for refining and improving work package quality.

Define procedures, drawings, equipment, and materials required to perform planned work packages. Collect, review, and discuss work order inputs and resource requirements to monitor repair, preventive, and predictive work programs for plant shutdowns and turnarounds. Determine requirements for such resources as manpower, skills, estimated man hours, material, spares, and special support devices. Generate schedules, reports, and analyses via SAP system. Maintain bill of materials.

- ✓ Enhanced systems and procedures to facilitate performance measurements by producing standard templates for work orders and work plans to ensure systematic data presentation and maintenance.
- ✓ Maximized craft utilization via resource leveling and ensuring sufficient amount of work aligned with schedules.
- ✓ Raised SAP maintenance module product knowledge through templates and intensive coaching. Served as go-to person for all SAP-related issues and was recognized as Subject Matter Expert. Improved job plans and associated SAP task list.
- ✓ Achieved time and cost savings through developing SAP task lists for redundant work orders.
- ✓ Increased schedule compliance figures by demonstrating importance of snapshot and its relevance to weekly schedule.

KBR Energy & Chemicals (Edmonton, Alberta) 2007-2008
Global engineering, construction, and services company.

Fabrication Planner & Cost Specialist: Monitored costing of several multimillion-dollar fabrication projects. Implemented project management procedures to streamline costs, cash flow, and productivity. Controlled and maintained budgets. Created and tracked weekly and monthly targets for drafting and fabrication. Conducted financial analysis with SAP. Performed shop loading and man power loading forecasts. Created preliminary bid schedules for upcoming projects with Primavera P6.

- ✓ Improved productivity and reporting during tenure; lauded for taking on larger workloads than colleagues.
- ✓ Identified \$7M accounting error during audit of project's financials.
- ✓ Decreased reporting timeframe from 3 days to 30 minutes through using Excel Pivot tables.

Aluma Systems (Edmonton, Alberta) 1990-2006
\$130M+ provider of concrete forming solutions, industrial scaffolding services, and construction expertise.

Project Coordinator, Workforce Planner, & Project Scheduler: Orchestrated 100+ projects while monitoring quality of goods and ensuring competitive pricing. Managed fleet of 72 vehicles, including registrations, drivers' abstracts, insurance, maintenance, leases, and buy-outs. Scheduled and maintained training courses in accordance with company safety program. Served as senior purchaser. Oversaw modified workers' duties. Prepared Gold Link Audit safety reports.

- ✓ Saved \$139K in 20 months by consolidating resources; increased buying power 50% via branch consolidation.
- ✓ Bolstered project productivity 40% by transforming approach to project coordination.
- ✓ Enhanced productivity and earnings 30% via implementing new products.

— PROFESSIONAL CREDENTIALS —

Certified Project Management | Construction Safety Officer | Certified Journeyman Scaffolder | CLRA Better Supervision