

Project Scheduler IV

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Dedicated, the driven, enthusiastic, innovative, proactive, skilled, effective professional with over six years of administrative and client relations support in multi-industry environments. Excel at leveraging interpersonal leadership skills to build, sustain and foster peak-performing teams.

Skills

Database Management, Records Management, Accounts Payable/Receivable Management, Event Management, Operations Management, Office Management, Inventory Management, Executive Team Leadership, Domestic/International Travel Coordination.

Work Experience

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ABC Corporation - 2005 - 2006

- Provides comprehensive construction hospitality, development, facilities management and real estate services.
- Managed preliminary master schedule for operations detailing the sequences of all work performed.
- Evaluated actual construction progress and provided weekly and monthly updates.
- Incorporated resources and/or cost loading data into scheduled reports as required.
- Conferred with clients to determine requirements and budgets.
- Explored and determined spaces to determine logistics.
- Assisted clients in selecting designs and materials and as a result planned and design interiors based on clients selections.

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ABC Corporation - 2000 - 2005

- Assisted in the development and design of GE-Hitachi Nuclear Energys CFQDI production planning system, proficient in entering projects into the CFQDI scheduling module, adding a task to task relationships, and maintaining the status of each project within the CFQDI database.
- Responsible for developing critical path project schedules based on job estimates using MS Project.
- Developed and maintained the Inspection needs and priorities Excel spreadsheet, which provides a quick reference to all travelers awaiting inspection, and allows production planning to prioritize those duties as necessary.
- Maintain and report the status of all Integrity, Safety, Quality, & Output issues through the Custom Fabrication ISQO report.
- Issue and track all travelers sent to the shop floor.
- Proficient with Deltek Open Plan, MS Project, MS Word, MS Access, and MS Excel software.
- Completed Primavera Training through GEH.

Education

Associate of Applied Science in Business Management - (Prince George's Community College - Largo, MD)