

# ROBERT SMITH

## Sr. Project Planner

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Administrative Management Professional with an extensive and diversified work history in office management, insurance billing, budgeting, expense control and project management.

### CORE COMPETENCIES

Microsoft Word, Excel, PowerPoint, Publisher, MS Project.

### PROFESSIONAL EXPERIENCE

#### Sr. Project Planner

**ABC Corporation - 1999 – 2015**

##### Key Deliverables:

- Created and retained scheduling management system for the Fulton Street and East Side Access projects.
- Analyzed federal relocation guidelines and compare them with the current Metropolitan Transportation Authority policy.
- Distributed all project documents including meeting agendas, project schedules, minutes, and status reports to key team members.
- Managed accounts payable/receivable and expense control procedures, including banks and account reconciliation, cash receipts.
- Successfully managed and maintained the relocation budget and monitored relocation activity funding levels.
- Vendor management activities such as vendor selection, preparation of Request for Proposal and Statement of Work.
- Designed and Implemented new Excel tracking databases that led to monthly reduction audits by the federal government.

#### Project Planner

**ABC Corporation - 1994 – 1999**

##### Key Deliverables:

- Primary Customers - Ford Motor Company, General Motors Scheduling support for coordinating builds for customers.
- Designed data model for system, flow charts on the process, captured specs on the system functionality.
- Coordinated change control process on making updates to the system after initial implementation.
- Design reports for tracking floor progress, yearly plan of overall builds, and future problem areas.

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- Developed project plan on implementing robotic change over during shut down  
Implemented Issues tracking of the build of new robots Capture data of the materials needed for the robotic changed, and tracked the data.
- Weight Engineer / Mass Analyst (Ford Motor Co.  
(through Contract Professionals Inc.)) - 5/1996 - 3/1997.

## EDUCATION

Master of Business Administration in Project Management - (Grantham University  
- Kansas City, MO)

