

## Project Scheduler

# ROBERT SMITH

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## Objective

An individual that thrives in a very fast-paced, dynamic environment that meets the expectation of a company's policy and procedures. Extensive managerial experience that would better an organization that would use experience for driving business results.

## Skills

MS Office Suite MS Project 2003, 2007, 2010 & 2013, Project Web Access, Project Server TM1  
SAP-PMI Methodology, Software Development Life Cycle.

## Work Experience

### Project Scheduler

**ABC Corporation** - 2013 - 2014

- Responsibility for various methodologies thorough knowledge of and adherence to following established guidelines and standard operating procedures.
- Updated Master project Schedule estimates, dates, resources, and milestones with information from PM and other project team members.
- Responsible for developing and/or leading the preparation and maintenance of large, complex Integrated Master Plans (IMP) and/or schedules (IMS) using Microsoft Project 2010.
- Reviewed project timesheets (internal and contractor) to identify and remedy discrepancies.
- Reviewed project expenses against the project budget to identify and remedy any non-approved charges.
- Coordinated and ran Project Meetings (bi-weekly), reports in the Project Managers absence, and engage team members.
- Prepares and coordinates the plans and schedules for new or existing programs.

### Project Scheduler

**ABC Corporation** - 2008 - 2013

- Created, monitored, and analyzed project schedules in accordance with project Best Practices.
- Tracked and reported information timely to allow the project teams to manage their projects and evaluation of weekly reports.
- Enhanced the accuracy of project schedules and performed version control.
- Ensured work assignments were performed in accordance with Project objectives and PM or other controlled policies or best practices.
- Managed project schedules and tasks.
- Updated meetings and timely distributed reports.
- Prepared, implemented, and monitored scopes of work and prepared Work Breakdown Structure (WBS) for control and integrity.

## Education

Bachelor of Arts in Political Science & Urban Studies - (Queens College - New York, NY)