

ROBERT SMITH

Project Planner/Co-ordinator

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Highly motivated professional with extensive experience in project management, team leadership, and customer service. Accomplished at project planning, implementation, trouble management.

1999 - 2015

PROJECT PLANNER/CO-ORDINATOR - ABC CORPORATION

- Service Order Coordinator Worked remotely from home, coordinating all activities associated with technical development.
- Coordinated orders with customers and vendors to ensure completion on a timely basis.
- Expedited operations that caused delays and altered to meet unforeseen circumstances. Accurately recorded new orders, adds.
- Audited customer contracts and sales notices to prepare for order processing.
- Establish & maintain Integrated Master Schedules for custom-engineered compressors Provide progress updates and task prioritization lists.
- Support software and infrastructure projects as a project planner and scheduler.
- Develop and maintain integrated master schedules for over projects of Office of Information & Technology.

1998 - 1999

PROJECT PLANNER - ABC CORPORATION

- Review all new government contracts to determine material, outside processes, etc.
- Schedule due dates for the products.
- Assign jobs to various departments along with blueprints, specs, etc.
- Coordinate and schedule with all suppliers, vendors, and sub-contractors.
- Give the government reps updates for their contracts.
- Generate purchase orders.
- Create flow charts and coordinate weekly production meetings..

EDUCATION

SKILLS

Process Improvement, Team Building Business Development, Purchasing.