

ROBERT SMITH

Project Scheduler-Part Time

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Seeking to take on a challenge working with a diverse group of Production Project Coordinator and being a part of a team functioning together to achieve a common goal. Providing solutions to an organization to timely delivery of video and creative content and provide quality service with excellent facilitation and communication to keep a project on schedule and within budget.

JANUARY 2015 - MARCH 2019

PROJECT SCHEDULER-PART TIME - CGI FEDERAL

- Organizes, implements, and maintains scheduling management system supporting identified projects and their plans.
- Collaborates with the project team and task managers to define the scope of work to develop an identification of variances from the original plan.
- Monitors quality, cost performance, analysis of integration and engineering services.
- Creates tasks and sub-tasks to ensure satisfactory realization of project contract requirements as scheduled.
- Supports the project management team to maintain timely and effective change management processes, procedures and systems.
- Assists the project team to develop and maintain periodic status reports to keep management informed on project progress.
- Maintains various project-related schedules to determine critical dependencies and to perform critical path analysis.

2013 - 2015

PROJECT SCHEDULER - ABC CORPORATION

- on Civil discipline for the annex, radwaste and diesel generator buildings Controlled the production of deliverables from civil discipline, such as drawings, specifications, etc.
- Prepared, support, control and updates trends.
- Identified potential delays and gave a solution in advance.
- Controlled and updated the S project curve and payment milestones.
- Issued monthly reports such as Earned Value, Pdf, Percentage progress, etc.
- Coordinated and updated the progress with different disciplines for diesel generator building.
- Created and added new activities for changes orders or potential trends.

EDUCATION

Diploma

SKILLS

Project Management, Continuous Improvement, Team Leadership, Video Production, Information Technology, Windows XP, Windows 7, Windows Vista, Process Improvement, Computer Skills, Sound Engineering.