

ROBERT SMITH

Project Scheduler-Coordinator

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SUMMARY

Dedicated and self-motivated while excelling in both independent and collective work environments, demonstrates strong organizational skills and attention to detail by supporting upper management along with supervising a team of 8 installers. Possesses excellent verbal and written skills, personable, and friendly.

SKILLS

Customer Service, Technical Support, Cashier.

WORK EXPERIENCE

Project Scheduler-Coordinator

ABC Corporation - 2005 – 2007

- Directed 100 professional and unionized employees for four locations and two States in support of a \$10M+ annual revenue stream.
- Minimized costs, and maximize revenues through efficient use of equipment, and labor.
- Ensured quality of labor, project safety, sufficient inventories, regimented maintenance, while maintaining thorough communication with other Corporate leaders.
- Enhanced billing forms, and inventory and maintenance software, leading to a shorter billing cycle, and efficient operation productivity.
- Managed inventory levels, maintained labor to levels appropriate for quarterly needs, to minimize payroll while keeping customers supplied with sufficiently trained personnel.
- Established strategic partnerships with three sister Divisions to fulfill so that all needs could be fulfilled, maximizing customer satisfaction, under corporate constraints.
- Read and interpret drawings to insure proper assembly and functionality of assemblies.

Project Scheduler

ABC Corporation - 2001 – 2005

- 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.

SCHOLASTICS

- Masters of Science in Economics - 1986(Auburn University)