

Objective

Creating a set of plans to help guide your team through the implementation and closure phases of the project. The plans created during this phase will help you manage time, cost, quality, changes, risk.

Skills

Solid Works, Visual Manufacturing system, Word, and Excel.

Work Experience

Jr. Project Planner

ABC Corporation - October 2012 – January 2014

- Project Planner support role within OTC Commercialization supporting the McNeil Consent Decree Numbered Steps Work Plan.
- Supported the various project managers who are currently assigned to the Consent Decree by providing technical PM support to the leads.
- Duties include the creation of and updates to MS Project Timelines; creation, routing, track progress, publish and synchronize project schedules.
- Handle resources in Enterprise Server Create and track Action Tracker Items and follow up weekly Responsible for additions to Risk Management.
- Involved with Interdependencies of Deliverables across Steps and Project Schedules including metrics reporting MS Project Server 2007 and 2010 Administrator.
- Attend core and sub-core meetings, meeting minutes and follow up with action items.
- Hiring new recruits for upcoming projects, ordering material, training new hires. Assisting with lawn care, pruning, and gardening.

Project Planner

ABC Corporation - 2011 – 2012

- Facilitate project-planning sections with key stakeholders.
- Create and Build project schedule using project management tool (Primavera P6).
- Produce and interpret weekly reports concerning project health for the PM and project leadership.
- Monitor project risks, issues and dependencies.
- Monitor resource assignments for accurate allocation against staffing plan to ensure proper utilization.
- Monitor the project progress against approved project baseline for activities, milestones and dependencies.
- Help save \$1.5M over a year by creating a specialized excel report that could track particular governmental funding for specific projects o Created multiple turn table reports to help aid in easy understanding of report for upper management.

Education

Bachelor's in Computer Information Sciences - September 1988(Gwynedd Mercy College - Gwynedd Valley, PA)