

ROBERT SMITH

Engineer And Project Leader

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Certificate Expert Knowledge in the use Microsoft Project, Word, and Power Point on Mac and PC. Proven ability to communicate with stakeholders History of analyzing and improving processes Increased operating efficiencies with decrease in operating budgets.

CORE COMPETENCIES

Microsoft office suite.

PROFESSIONAL EXPERIENCE

Engineer And Project Leader ABC Corporation - 2014 – 2015

Key Deliverables:

- Managed and sourced resources that supported the training of project teams.
- Devised project management budgets and procedures that identified overspending in transportation and resource acquisitions.
- Develop project milestones and deliverables based on historical data and future project requirements, leading all projects to completion on a budget to standard, and within scope.
- Worked with vendors to ensure that resources provided met or exceeded project requirements, all projects were completed to standard.
- Utilized learn techniques to increase the efficiency in providing logistical support to the project team, reducing project budgets by as much as 25% As the Project Leader developed a risk management program focused on providing the essential logistical resources needed to support the project team and project in the event of an emergency.
- Communication and processing Developed and prepared reports, publications, presentations, and official correspondence.
- Utilized Microsoft Project to present status reports for stakeholders during weekly and monthly project status updates.

Project Leader ABC Corporation - 2009 – 2014

Key Deliverables:

- Description; Fixture design for welding/re spot welding station.
- The input was surface model of panels to be welded, Coordinates of locator and clamps and libraries of certain standard parts.
- Scope of work was designing fixture groups for three Re spot Welding Stations using standard parts (supplied by the customer) and (if necessary) non-standard parts.
- Manufacturing drawings were to be supplied for all the non-standard parts used.

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- Contribution As a Project Leader, was responsible for Project estimation and client Interaction Concept design and Technical discussions on design.
- Designing, modeling, detailing and assembling.
- Responsible for Q.C checks and deliveries and Project Documentation..

EDUCATION

MS in Leadership Studies - (Boston University - Boston, MA)

