

ROBERT SMITH

Project Scheduler And Airframe Mechanic

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

SUMMARY

Pursuing a leadership position where one can leverage skills based on practical experience in Project Management, Project Planning, Scheduling, Cost Controls/Analysis/Reporting, Change and Document Management, Contract Administration, Project Controls System Development and Integration from a multi-industry knowledge-base.

CORE COMPETENCIES

Primavera P6, Primavera P3, Portuguese, Journeyman Heavy Equipment Operator.

PROFESSIONAL EXPERIENCE

Project Scheduler And Airframe Mechanic

ABC Corporation - 2017 – 2019

Key Deliverables:

- Worked with other Project Leaders and employees throughout the organization to assure the schedule and construction processes.
- Worked with Construction Owners Reps, Construction Manager and Project Manager to maintain, update and communicate schedule progress, costs, and miscellaneous documentation.
- Analyzing project performance and keeping project team, EPC firms and construction companies informed of project status.
- Teamed with Construction Manager and Project Manager in monitoring the financial performance of the project.
- Teamed with EPC firm and Construction firm Management to drive project schedule and cost objectives to complete the project per engineering and customer requirements.
- Managed 150 contract personnel to build the Solar Shingle Production Plant, within contract schedule requirements.
- Built cooperation between contractors and the project team to create a cohesive team to achieve schedule.

Project Scheduler

ABC Corporation - 2014 – 2017

Key Deliverables:

- Compile information/ data to prepare a report as required by the contract.
- Print weekly, daily, and monthly reports Provide administrative support to PC.
- File reports and other important documents Enter time data into a Microsoft Excel Spreadsheets Answer all e-mail/phone service calls within an acceptable time frame, to let the requester know when the service call will be handled.
- Send and receive emails concerning work orders Classify what type of work order should be issued to handle each service call appropriately.
- Issue a work order for each service call delay.

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- Order office and building supplies Receive incoming phone calls Received day-to-day service calls from the PM, Commission employees, by e-mail, or phone.
- Receive and fax reports Schedule meetings and conferences.

EDUCATION

- Master of Business Administration in Leadership - (University of Phoenix)