

ROBERT SMITH

Assistant Project Scheduler

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

SUMMARY

Over 6 years of progressive engineering leadership in field and project management. Proficient in taking a project through all steps of its Life Cycle and develop a collaborative thinking environment to promote clear solutions to complex situations.

CORE COMPETENCIES

Primavera P6, MS Office, Typing.

PROFESSIONAL EXPERIENCE

Assistant Project Scheduler

ABC Corporation - October 2012 – January 2014

Key Deliverables:

- Primarily the development and maintenance of Schedules through all phases of Engineering, Procurement, Fabrication, and Construction.
- Scheduling the build of entire modular facilities through the entire Refining processes.
- Work closely with all accountable discipline leads and engineers to develop, populate, progress and track assigned projects through completion.
- Directly involved in critical decisions on projects, including Constructability and Logistics.
- Responsible for many imperative actions for project success.
- Required and successfully operate at a senior level, performing all the necessary tasks required to execute the project requirements.
- Understanding and knowledge of Project Control such as foreign customs and standards, global logistics and foreign project execution standards.

Project Scheduler

ABC Corporation - 2008 – 2012

Key Deliverables:

- Develops and maintains project schedules and the master schedule.
- Updates progress within the schedule Identifies critical path items and tasks creating negative float.
- Identifies required resources and resource deficiencies.
- Uses Primavera 6, version 8.3 scheduling software to create useful reports/ layouts.
- Performs schedule management of project schedules ensuring their quality (logic, clarity) and accuracy (update of dates, the reflection of the scope of work).
- Coordinates project team efforts along with execution functions (engineering, procurement, manufacturing) to ensure the overall quality and accuracy of the schedules.
- Provides project management support by generating schedules and reports for the project team to have visibility on look ahead of tasks to be performed in the future 2 - 6 weeks Identifies schedule risks and mitigation opportunities in the schedule Measures schedule performance against baseline schedules.

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EDUCATION

- Diploma- (National Center for Construction Education and Research)