ROBERT SMITH

Project Scheduler-Temp

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SUMMARY

Employment in an environment where education, experience, professionalism, and a dedicated work ethic would be utilized for the betterment of the organization.

SKILLS

P6 Primavera, Microsoft Excel, Powerpoint, Word, Autocad, HCS, Matlab, ArcGIS, Fluent Spanish, Fluent Spanish, Conversational French.

WORK EXPERIENCE

Project Scheduler-Temp

ABC Corporation - October 2014 – December 2015

- Provide and coordinate the construction planning and scheduling systems, work process, and reports needed to support the construction management efforts of the project.
- Complete functional and management support of related project control activities, including baseline schedules, man-hour budgets, and forecasting.
- Ensure project planning and scheduling deliverables are accurate and delivered to the Program Manager in a timely fashion.
- Work closely with engineering, construction, pre-commissioning, commissioning, client, and contractors to identify potential changes in scope.
- Provide administrative assistance to the Program Manager.
- Effectively lead, monitor, and generate reports utilizing the P6 Primavera scheduling program.
- Provides project management support by generating schedules and reports for the project team to have visibility on look ahead of tasks to be performed.

Project Scheduler

ABC Corporation - 2013 – 2014

- Senior Tool Install Project Scheduler maintaining an accurate schedule of tool installation.
- Through structured meetings, Jeanie influenced contractors to provide accurate dates for completion.
- Documentation includes producing a series of daily and weekly reports for construction area leads to follow to ensure the project stays on track.
- Improve, Develop and maintain a schedule in Excel.
- Setting up formulas to maintain all viable reports needed for schedule.
- Work in Primavera P6 to maintain and develop a consistent schedule for the design leads to follow.
- Using exports from Primavera, create, maintain and improve reports using Microsoft Access Databases.

SCHOLASTICS

- Bachelor of Business Administration in Business Administration - (University of Texas - San Antonio, TX)