

# ROBERT SMITH

## Project Planner I

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Innovative, versatile and creative marketing assistant with the skills, passion and professionalism needed to support business market programs, assist with PR and communications.

## EXPERIENCE

### Project Planner I

#### ABC Corporation - JANUARY 1998 - 1999

- Responsible for the review of engineering drawings and specifications for configuration, material, and finish requirements.
- Determine the most practical and cost-effective manufacturing methods and provide the tooling department with all the necessary information.
- Created "on-line" work orders complete with step-by-step detailed instructions for fabrication and/or assembly of sheet metal and extruded components.
- Provided liaison support to manufacturing by aiding in the interpretation of engineering drawings, specifications, and planning.
- Revise and update planning as required to provide accurate records, alleviate future problems and promote
- Providing drawings and instructions for shop fabrication and installation, Planner and Estimator, Scheduler and Engineering Technician.
- Installed all specifications, welding procedures, paint specs, insulation specs, & safety criteria for each individual job.

### Project Planner

#### ABC Corporation - 1995 - 1998

- Belleville, MI 1995 - 2000 Largest Steelcase dealership in Michigan, servicing accounts in the greater Detroit area Project Planner Coordinated FMC (Furniture Management Coalition) / Ameritech account.
- Met with clients and inspected sites during pre- and post-installation phases.
- Estimated projects and scheduled furniture technicians and moving personnel; ordered project supplies.
- Held pre-installation meetings with crew supervisors and subcontractors.
- Met with designers, sales reps, and project directors to ensure smooth workflow.
- Collaborated with administrator on monthly invoicing and year-end bookkeeping.

- Recognized for effective transfers of offices, as well as new installations and reconfigurations..

## **EDUCATION**

- Training - February 1981(Delaware County Community College - Media, PA)

## **SKILLS**

Microsoft Office Skills, Communication Skills.