

Robert Smith

Sr. Project Planner

PERSONAL STATEMENT

Business professional with over 20 years experienced in business development, project management and purchasing, successfully directing projects and multi-discipline teams.

WORK EXPERIENCE

Sr. Project Planner

The Texas A&M University System - July 2008 - 2019

Responsibilities:

- Develops and prepares Request for Qualifications (RFQ) documents for the pre-design phase of System Capital improvement projects.
- Managed key project aspects of scope, budget, schedule and project contract compliance of Master Plans and Feasibility Studies.
- Ensured they were successfully completed on schedule, within the approved budget and in accordance with applicable quality standards.
- Assists with updating the System Capital Plan by obtaining and reviewing budget/scope data and verifying compatibility.
- Assists in the preparation of System Capital Plan additions and approval for construction, agenda items and presentations.
- Ensures project documentation is organized and stored properly.
- Serves as the primary contact for System members for POR, Master Plan, and Feasibility Study projects.

Project Planner

ABC Corporation - 2005 - 2008

Responsibilities:

- Spearheaded relocation portion of the Fulton Street and East Side Access projects; recommended process improvements to support increased efficiency.
- Created and retained scheduling management system for the Fulton Street and East Side Access projects.
- Analyzed federal relocation guidelines and compare with current Metropolitan Transportation Authority policy and provided policy and procedures recommendations to project team.
- Distributed all project documents including meeting agendas, project schedules, minutes, and status reports to key team members and uploaded onto projects repository systems.
- Managed accounts payable/receivable and expense control procedures, including banks and account reconciliation, cash receipts, purchase orders, disbursements, billing and invoicing; successfully managed and maintained relocation budget (\$138 million) and monitored relocation activity funding levels and identified when additional funding required.
- Taken part in vendor management activities such as vendor selection, preparation of Request for Proposal and Statement of Work.
- Designed and Implemented new Excel tracking databases led to monthly reduction audits by the federal government..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Project Management,
Contract Management,
Programming.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor - (Environmental (Architectural) Design (College of Architecture))