

Robert Smith

Project Planner/Director

PERSONAL STATEMENT

Program and construction manager with superintendent experience, over 20 years overseeing all phases of multimillion-dollar Green Initiative, construction, infrastructure, environmental projects.

WORK EXPERIENCE

Project Planner/Director **ABC Corporation - 2004 - 2007**

Responsibilities:

- Assigned to the firms most integral, high profile projects in Colorado, Texas, Utah, and Idaho with an assumed project management role.
- Functioned as planning Project Manager for Southshore, Winner of the 2007 National Association of Homebuilders.
- Designed lot/road layouts, prepared preliminary grading, researched, evaluated and created land-use exhibits ranging from zoning to construction.
- Created conceptual site plans, AutoCAD plan development submittals, technical graphic renderings, and traditional hand color renderings.
- Earned "exceed expectations" on annual evaluation and reviews.
- Coordinated daily activities with supervisors; monitored material flows in accordance with detailed plans and schedules.
- Verified project completions and submitted FLA tracking sheets; followed up on RFI submittals.

Project Planner **ABC Corporation - 2000 - 2004**

Responsibilities:

- PCE Constructors, Inc.
- Responsible for Developing, Resource loading, Updating, Reporting, and schedule maintenance of a detailed Management Control Schedule (P3) for the Civil, Steel, Mechanical, and Electrical Construction.
- Conducted bi-weekly field audits for progress updates.
- Analyze and developed day-to-day work plans with the field supervision.
- Directly report on weekly progress and man-hours spent to the Client.
- Generate manpower projections and graphs in "Primavera".
- Manage a float analysis of progress and reported on weekly.

Education

education - 2011(University of Colorado)

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)