

Associate Project Planner

ROBERT SMITH

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Alabama.

Objective

A route salesman, sales supervisor, and finally a reset specialist. Planning and setting up projects for customers. Using Aspen units for selecting and ordering products.

Skills

Micro station V8i, Auto CAD, Arc Map,.

Work Experience

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Grey Forest Utilities - March 2014 - 2019

- Design and development of small-large scale public, commercial, and residential natural gas installation.
- Review plans and engineering data, conduct site analyses, and field studies to generate construction drawings.
- Attend pre-design and pre-construction meetings to facilitate local area utility coordination.
- Assemble bid packages, advertise, and award projects according to construction dates and targeted deadlines.
- Monitor project progress through regular site visits and maintain a healthy channel of communication between field and office personnel.
- Collected field data to ensure the GIS database is concise and data gaps are mitigated.
- Generate specialty maps in efforts to assist with utility coordination/identification of conflict and supplement requests for review.

Project Planner

ABC Corporation - 2012 - 2014

- USA Project Planner, BP Angola Block 18 Project.
- Create and maintain Master Schedule using P3.
- Develop of the Work Breakdown Structure (WBS).
- Prepares monthly progress and budget reports.
- Analyze any schedule deviations and propose corrective actions.
- Cost management systems, progress/productivity measurement, cost analysis, forecasting, and change management.
- Generates Man-Hour Reports and populate data into the P3 schedule for resource cost reports and analysis..

Education

B.A. in Geography - (The University of Texas at San Antonio - San Antonio, TX)