

ROBERT SMITH

Project Scheduler II

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Manufacturing and production professional with 6 years of experience. Results-driven, skilled professional focused on achieving success and increasing productivity by improving factory operations, quality, safety, and administration.

EXPERIENCE

Project Scheduler II

ABC Corporation - MAY 2014 - AUGUST 2016

- Responsible for producing and monitoring the master project schedule for all projects executed by the company, in coordination with Project Managers and Department Heads.
- Responsible for establishing appropriate mechanisms to identify potential schedule delays, and any bottlenecks.
- Ensured that the Contracts and Project Management Department were aware of these issues.
- Utilized MS Project software to develop and maintain schedules.
- Created and issued reports for management, Departmental Heads and Project Managers.
- Participated in weekly production meetings to review project status and discuss interdepartmental transactions.
- Designed and implemented a new tracking system for Material Flow Process for finished product from the fabrication shop to the storage warehouse and for shipping.

Project Scheduler

ABC Corporation - 2010 - 2014

- Project Town Houses Responsibilities included Developed detail job plans and schedule estimates.
- Loaded plan into P5.
- Created a logical network of activities and ultimately a critical path schedule.
- Added budget and resource allocation as needed.
- Bi-weekly updated schedule to reflect project progress, based on meetings with PMs.
- Schedule Review and Analysis in comparing to Baselines.
- Produced graphical chart and report.

EDUCATION

- High School Diploma - 1990(Rice High School - Altair, TX)



SKILLS

Production Planning/Scheduling, AS/400-MAPICS, MRP/ERP/BOM/ORACLE, Inventory Control Management, INFOR XA POWER-LINK System, MS Office Suite, Microsoft Project, Certified Forklift Instructor, Training Program Leader, Lean Six Sigma/5S, Bi-Lingual.