

Robert Smith

Project Scheduler-Supervisor

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SUMMARY

Highly qualified Project Scheduler with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment in which your company prides itself.

SKILLS

Project Management, Testing, Requirements Analysis, Requirements Analysis, Requirements Gathering, Scheduling, Coordinator, Technical Writing.

WORK EXPERIENCE

Project Scheduler-Supervisor

ABC Corporation - August 2002 - April 2005

- Provided functional knowledge across the PMO via hands-on expertise to manage ongoing schedule integration, critical path analysis and dependencies are identified between IPTs.
- Responsible for developing and maintaining program schedules, developing/updating procedures and implementing scheduling tools.
- Performing quality control functions in the use of scheduling procedures and tools across the PMO.
- Provided in-depth schedule analysis and corrective action recommendations to the program manager.
- Worked closely with the Project Managers and IPT Leads to ensure proper prioritization of assignments, anticipate new assignments.
- Assisted in the implementation of schedule policies and procedures through the dissemination of implementation plans and meetings.
- Counseled the integrated project team on plans, policies, and procedures to ensure members have the appropriate information to analyze the project plans.

Project Scheduler

ABC Corporation - 2000 - 2002

- Worked on Mobils Ubit, Erha and other projects.
- Created, managed and updated schedules for multiple projects.
- Managed information integration from functional managers, subcontractors, owners, and others to create an integrated master schedule.
- Maintained schedules based on specific requirement from all stakeholders.
- Published, updated and distributed monthly/weekly project progress reports to key stakeholders.
- Critically reviewed final project status, communication procedures, status of deliverables, and project activities to ensure all commitments were met per project goals/objectives.
- Developed earned valued reports, identified schedule changes and trends.

EDUCATION

Certification in PMI-SP - (Florida Atlantic University)