

# Robert Smith

## Associate Project Scheduler

### PERSONAL STATEMENT

Multifaceted and highly motivated Assistant Estimator seeking an Assistant Construction Project Management position, allowing to demonstrate an understanding of architectural concepts and principles.

### WORK EXPERIENCE

#### **Associate Project Scheduler**

**ABC Corporation - August 2011 - February 2012**

##### *Responsibilities:*

- Developed and maintained project schedules for assigned major construction projects.
- Served as a technical advisor for the solution of difficult production problems.
- Assisted Project Managers in creating short-term schedules, monitored such schedules to determine the impact on the master schedule.
- Maintained a master schedule for each project and identify and record the impact of work performed and not performed as scheduled.
- Evaluated construction progress and provide regularly scheduled updates.
- Responsible for stock control, warehousing and monitoring the flow of materials.
- Allocated and managed staff resources according to changing needs.

#### **Project Scheduler**

**ABC Corporation - 2010 - 2011**

##### *Responsibilities:*

- Developing schedules from scratch.
- Training Project Management students in developing their class projects.
- Identity and partner to investigate fraudulent activity in a timely manner.
- Help conduct internal and external pieces of training on key performance metrics.
- Partner with the leadership team to ensure sales operations compliance items are completed on time.
- Assist with field escalations and communications.
- Assist in outlining and executing get well plans discovered through audits and reporting.

### Education

B.S. in Construction Management - (Westwood College)

### **CONTACT DETAILS**

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

### **SKILLS**

Primavera P6, Excel,  
Access, Scheduler,  
Construction,  
Biotechnology, Planning.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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