

Robert Smith

Jr. Project Scheduler

PERSONAL STATEMENT

Involved in planning sessions and kickoff meetings different phases of projects. As per the team planning, sessions build the schedules assigned relationships between various activities. Assigning resources and allocating hours as per the planning session.

WORK EXPERIENCE

Jr. Project Scheduler

ABC Corporation - May 2006 - February 2011

Responsibilities:

- Schedule Planning and Development, and Maintaining Overall Project Schedules of 3,500, 900 and 8000 activities, respectively.
- Monitor job progress, update the schedule weekly and develop individual "Fragnet" schedules as required.
- Produce monthly graphs indicating Manpower trends, Cost curves, and "Earned Value" reporting.
- Provide monthly scheduling package information, includes progress, cost, logic changes, problem areas, and the "Critical Path", for meeting with the Owner/Engineer.
- Produce and provide "Three Week Lookahead" and previous two-week schedules for the Bi-Weekly progress meeting with the Owner/Engineer.
- Write Monthly Schedule Narrative, including graphs and reports for submission to the Construction Company.
- Use online methods and work instructions to build racks per customer specification.

Project Scheduler

ABC Corporation - August 1991 - November 1992

Responsibilities:

- Assigned to the Milwaukee County Jail Project-Value 117m.
- Included, planning, and scheduling construction work activities.
- Maintained a 900 activity network schedule for all prime contractors, as well as C.D.
- Smiths cost loaded schedule, 300 activities.
- Performed daily inspections of all construction activities.
- Determined status percent "Complete" or "in progress" for the purpose of producing the monthly payment application.
- Developed schedules for activities impacted by delays (schedule analysis).

Education

BS- (The University of Michigan - School of Engineering)

CONTACT DETAILS

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Alabama
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SKILLS

Microsoft Office,
Documentation, Typing,
Excellent
Communication.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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