

## Project planner

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### Objective

Energy industry and certified primavera professional Project Controls and Engineering environment. Responsible for scheduling and cost analysis/control activities for small to medium size projects.

### Skills

MS-Excel, Word, Power Point, Primavera, Microsoft Project Planner.

### Work Experience

#### Project planner

**BAKER HUGHES Oil Tools** - February 2012 - 2019

- Analyzing variances in cost and schedule performance against Baseline Generated Weekly, Bi-weekly and Monthly projects progress status reports.
- Report to the Planning/Scheduling Manager, responsibility includes prepare and update the project schedule on a regular basis.
- Developed, manage, update, and monitor individual project schedules and integrated overall master planning schedule.
- Planning, scheduling and estimating project activity times, sequencing those activities from concept to completion.
- Alert management and prepare a recovery schedule if variances occurs.
- Attend project management and subcontractors meetings Coordinates schedule from subcontractors, vendors.
- Managed ship outfitting, electrical installation work crews using resource loaded, leveled schedules and critical path analysis.

#### Project Planner

**ABC Corporation** - 2009 - 2012

- Responsibilities Define scope, develop work plan and coordinate in a timely manner, within budget and safely, all aspects of Capital projects;-.
- Review drawings.
- Build work packages.
- Order material.
- Estimate manpower.
- Update schedule.
- Coordinate planned activities with client.

### Education

B.S. - 2016(UNIVERSITY OF HOUSTON)