

ROBERT SMITH

Senior Project Scheduler

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking to obtain a responsible position in a company where experience, accomplishments, and proficiency will allow the opportunity for personal and professional growth.

CORE COMPETENCIES

Primavera P6, MS Office.

PROFESSIONAL EXPERIENCE

Senior Project Scheduler

Primoris Services Corporation - December 2015 – May 2019

Key Deliverables:

- Responsible for meeting with craft leads weekly to update progress, validate completion dates, and making any changes as necessary.
- Provide analysis, feedback and reporting to project manager weekly.
- Responsible for coordinating with corporate cost group to validate earned value and remaining forecast of fully resource and commodity loaded schedule.
- Worked closely with both on-site and upper management to develop multiple What-If recovery schedules along with associated histograms and resource curves in Excel.
- Proficient at completing real-time changes to the schedule in order to quickly analyze and report on those changes.
- Responsible for maintaining the document control system at the site and distributing all transmittals received from the client.
- Preparing and distributing daily reports to the client, and preparing and communicating all overtime requests with the client.

Project Scheduler

ABC Corporation - March 2013 – July 2013

Key Deliverables:

- Project Scheduler utilizing Primavera 6.8 software.
- Responsible for initial loading of projects into Primavera portfolio as new projects arise on the FHR spending plan and updating Primavera projects as changes are made to the spending plan.
- Meeting with designated project managers on a weekly basis to build, validate, and progress PMG schedules.
- Along with coordinating schedule reviews with project managers and project engineers on an as-needed basis.
- Assist with progressing and validating construction schedules as necessary.

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- At project phase 3 estimate completions, import data into P6, tie logic and produce a meaningful schedule forecast for the FEL review meeting.
- Responsible for inputting both PMG and CMG change requests into appropriate projects as they are approved.

EDUCATION

Associate

